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ABSTRACT

Over 700 resumes of instructional materials for home economics education, which have appeared in "Abstracts of Instructional and Research Materials in Vocational and Technical Education" (AIM/ARM) between 1972 and 1975, are included in this compilation. (The first edition of the series, containing resumes from 1967 through 1971, is available in the ERIC microfiche collection as ED 063 487.) The resumes cover a broad range of fields and occupations arranged in ascending order according to an accession (VT) number. Each includes the following information: Authors(s), title, institutional source, sponsoring agency, availability, publication date, number of pages, subject terms which characterize the contents of the document, and a document abstract. The resumes are indexed by author and subject and a VT-ED number cross reference index is provided. The full texts of documents are available from the original sources or from the ERIC document reproduction service (EDRS) as microfiche or xeroxed reproductions. Ordering information for AIM/ARM and EDRS reproductions is provided in the introductory section. (Author/RG)

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HOME ECONOMICS EDUCATION INSTRUCTIONAL MATERIALS

from

Abstracts of Instructional and Research Materials in Vocational and Technical Education

1972-1975

compiled by
Erma D. Keyes

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The Center for Vocational Education
The Ohio State University
1960 Kenny Road
Columbus, Ohio 43210

1976

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FOREWORD

Instructional materials specific to the field of home economics education have been compiled for this publication. These items, in the form of abstracts, are selections from Abstracts of Instructional and Research Materials in Vocational and Technical Education (AIM/ARM). This is the second edition of this series and it presents abstracts which have appeared in AIM/ARM since 1972. The first edition is available in the ERIC microfiche collection as ED 063 487.

Other publications in this series include compilations of abstracts of instructional materials for agricultural education, business and office education, distributive education, health occupations education, industrial arts education, and trade and industrial education. Administrators, teachers and others may use this publication to identify and obtain instructional materials for use in home economics education programs. Researchers and curriculum developers may use this publication as the baseline on which to develop new materials.

Members of the profession are encouraged to forward instructional materials for possible inclusion in future issues of AIM/ARM. We are indebted to our colleagues in home economics education for providing us instructional materials for past issues of AIM/ARM. We also appreciate the contributions of instructional materials laboratories, curriculum management centers, research coordinating units, local school systems and professional associations.

The profession is indebted to Erma D. Keyes of Millersville State College who compiled this publication. She exercised her judgement in selecting materials from AIM/ARM which would be useful in home economics education programs.

We hope that this publication will prove valuable to you in your educational endeavors.

Robert E. Taylor
Director
The Center for
Vocational Education

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The material in this publication was prepared pursuant to a grant with the Office of Education, U.S. Department of Health, Education and Welfare. Contractors undertaking such projects under Government sponsorship are encouraged to express freely their judgment in professional and technical matters. Points of view or opinions do not, therefore, necessarily represent official Office of Education position or policy.

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ABSTRACTS 1

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SAMPLE ABSTRACT

Accession number sequentially assigned to documents as they are processed.	VT 100 000	
Author(s).	RICHARDS, F.L.	
	OUTLINES OF COURSES IN ORNAMENTAL HORTICULTURE.	Title.
	PENNSYLVANIA STATE UNIVERSITY, UNIVERSITY PARK. DEPARTMENT OF AGRICULTURAL EDUCATION.	Organization where document originated.
	OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C. DIVISION OF ADULT AND VOCATIONAL RESEARCH.	Agency responsible for initiating, funding, and managing the project producing the document.
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Date published and number of pages.	PUB DATE - 71 56P.	
Descriptors—subject terms characterizing substantive contents. Major terms preceded by asterisk.	DESCRIPTORS - *AGRICULTURAL EDUCATION; *CURRICULUM GUIDES; *ORNAMENTAL HORTICULTURE; HIGH SCHOOLS; *POST SECONDARY EDUCATION; LANDSCAPING; NURSERIES (HORTICULTURE); TURF MANAGEMENT; *TECHNICAL EDUCATION	
Identifiers—terms not found in the Thesaurus of ERIC Descriptors.	IDENTIFIERS - *PENNSYLVANIA	
Informative condensation of document content.	ABSTRACT - INTENDED TO SUGGEST SUBJECT MATTER CONTENT OF COURSES OR PROGRAMS IN ORNAMENTAL HORTICULTURE FOR HIGH SCHOOL AND POST-SECONDARY VOCATIONAL-TECHNICAL PROGRAMS, THIS CURRICULUM GUIDE WAS PREPARED BY STAFF MEMBERS OF THE AGRICULTURAL EDUCATION DEPARTMENT AT THE PENNSYLVANIA STATE UNIVERSITY AND TESTED IN A WORKSHOP WITH VOCATIONAL AGRICULTURE TEACHERS. CONTENTS ARE: (1) OUTLINES OF COURSES IN ORNAMENTAL HORTICULTURE, (2) ORNAMENTAL HORTICULTURE PROGRAMS FOR GRADES 10, 11, AND 12, (3) NURSERY PRODUCTION . . . THE CONTENT IS PRESENTED IN OUTLINE FORM UNDER EACH TOPIC AND IS APPLICABLE TO THE UNITED STATES AND LOWER CANADA. (GB)	Abstractor's initials.

USING THIS PUBLICATION

Instructional materials for home economics education that have appeared in Abstracts of Instructional and Research Materials in Vocational and Technical Education (AIM/ARM) between 1972 and 1975 are presented in this single volume for your convenience.

An abstract presents information about a document's content to help you to decide if you want to read the full text of the document. It also provides information about the document's author, source, and availability. Abstracts are arranged in ascending VT-number order. A sample resume is explained in detail.

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VT 000 932
FOOD STORE ORGANIZATION—A MANAGEMENT COURSE. PART I.

TEXAS UNIV., AUSTIN. INDUSTRIAL AND BUSINESS TRAINING.;TEXAS EDUCATION AGENCY, AUSTIN. DISTRIBUTIVE EDUCATION SERVICE.
DOCUMENT NOT AVAILABLE FROM EDRS.
INSTRUCTIONAL MATERIALS LABORATORY, DISTRIBUTIVE EDUCATION DEPARTMENT, DIVISION OF EXTENSION, THE UNIVERSITY OF TEXAS, AUSTIN, TEXAS 78712 (PARTS I AND II $5.00).
PUB DATE - JUL66 116P.

DESCRIPTORS - *FOOD STORES; *PHYSICAL FACILITIES; *TEACHING GUIDES; *RETAILING; MANAGEMENT; *MANUALS

ABSTRACT - PART I OF A 2-PART COURSE, THIS MANUAL IS FOR INSTRUCTOR USE IN PRESENTING A UNIT DESIGNED TO STIMULATE FOOD STORE OWNERS, MANAGERS, AND OPERATORS TO IMPROVE THEIR PHYSICAL ORGANIZATION PLAN. FIVE 2-HOUR SESSIONS ARE OUTLINED COVERING: (1) YOUR STORE'S PERSONALITY, (2) MODERNIZATION, (3) SELF-SERVICE? THEN DEPARTMENTIZE, (4) LET'S PLAN PRACTICAL LAYOUT, AND (5) GOOD HOUSEKEEPING HELPS TO SPELL SUCCESS. EACH TEACHING UNIT CONTAINS: (1) AIMS AND OBJECTIVES, (2) GENERAL OUTLINE, (3) PREPARATION PRIOR TO THE CLASS, (4) SUGGESTIONS FOR TEACHER AND AN INSTRUCTIONAL OUTLINE, AND (5) CONTENT. PART II OF THE COURSE IS AVAILABLE IN THIS ISSUE AS VT 000 933. (AW)|

VT 000 933
FOOD STORE OPERATING PROCEDURES--A MANAGEMENT COURSE. PART II.

TEXAS UNIV., AUSTIN. INDUSTRIAL AND BUSINESS TRAINING.;TEXAS EDUCATION AGENCY, AUSTIN. DISTRIBUTIVE EDUCATION SERVICE.
DOCUMENT NOT AVAILABLE FROM EDRS.
INSTRUCTIONAL MATERIALS LABORATORY, DISTRIBUTIVE EDUCATION DEPARTMENT, DIVISION OF EXTENSION, THE UNIVERSITY OF TEXAS, AUSTIN, TEXAS 78712 (PARTS I AND II $5.00).
PUB DATE - MAY66 120P.

DESCRIPTORS - *FOOD STORES; *RETAILING; *RECORDKEEPING; *MANAGEMENT; CREDIT (FINANCE); COSTS; *TEACHING GUIDES

ABSTRACT - PART II OF A FOOD STORE MANAGEMENT COURSE, THIS UNIT WAS PREPARED FOR THE USE OF INSTRUCTORS PRESENTING PROCEDURES FOR THE SUCCESSFUL OPERATION OF FOOD STORES. COURSE MATERIAL IS DESIGNED FOR FIVE 2-HOUR SESSIONS COVERING: (1) PROFIT FROM STORE RECORDS, (2) RECORD KEEPING, (3) CREDIT PRACTICES FOR GROCERS, (4) GROCERY ADVERTISING, AND (5) HOW TO CONTROL EXPENSES. EACH TEACHING UNIT CONTAINS: (1) AIMS AND OBJECTIVES, (2) GENERAL OUTLINE, (3) PREPARATION PRIOR TO THE CLASS, (4) A TEACHING OUTLINE WITH SUGGESTIONS TO TEACHERS, AND AN INSTRUCTIONAL OUTLINE, (5) CONTENT, AND (6) HANDOUT MATERIAL. PART I OF THE COURSE IS AVAILABLE IN THIS ISSUE AS VT 000 932. (AW)|

VT 003 712
PLANNING FOR THE FUTURE, GUIDANCE UNITS, HOME ECONOMICS EDUCATION.

NORTH CAROLINA STATE DEPT. OF PUBLIC INSTRUCTION, RALEIGH. HOME ECONOMICS SECTION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 65 21P.

DESCRIPTORS - *HOME ECONOMICS EDUCATION; *TEACHING GUIDES; *RESOURCE UNITS; *OCCUPATIONAL GUIDANCE; VOCATIONAL DEVELOPMENT; CAREER PLANNING; LEARNING ACTIVITIES; OCCUPATIONAL INFORMATION
IDENTIFIERS - *OCCUPATIONAL EXPLORATION

ABSTRACT - PREPARED BY THE NORTH CAROLINA STATE DEPARTMENT OF PUBLIC INSTRUCTION AS A SUPPLEMENT TO THE HOME ECONOMICS COURSE OF STUDY GUIDE, THIS TEACHING GUIDE PROVIDES THREE 1 TO 2-WEEK GUIDANCE UNITS FOR HOME ECONOMICS 1, 2, AND 3. EACH UNIT CONTAINS A SUGGESTED TITLE, TIME, OVERALL CONCEPT, AND GENERALIZATIONS, PROBLEMS, AND

STUDENT EXPERIENCES WHICH ARE KEYED TO UNIT OBJECTIVES. A BIBLIOGRAPHY OF BOOKS, MAGAZINES, PAMPHLETS, BULLETINS, AND AUDIOVISUAL MATERIALS IS INCLUDED. (SB)|

VT 004 184
LEACH, ALVIN
SYLLABUS FOR PRE-VOCATIONAL AND VOCATIONAL EDUCATION PROGRAMS FOR THE DISADVANTAGED.

OREGON COLL. OF EDUCATION, MONMOUTH. TRAINING CENTER FOR TEACHERS OF MIGRANT AND DISADVANTAGED.
MF AVAILABLE IN VT-ERIC SET.
ED. 448G
BOOKSTORE, OREGON COLLEGE OF EDUCATION, MONMOUTH, OREGON 97361 ($1.75)
PUB DATE - 21OCT66 69P.

DESCRIPTORS - *CURRICULUM GUIDES; *VOCATIONAL EDUCATION; *PREVOCATIONAL EDUCATION; TEACHER EDUCATION; *CULTURALLY DISADVANTAGED; PROGRAM DESCRIPTIONS; VOCATIONAL REHABILITATION; PHYSICALLY HANDICAPPED

ABSTRACT - THIS EXTENSIVE COURSE OUTLINE IS FOR TEACHER USE IN A COURSE FOR ADULTS OR COLLEGE STUDENTS WHO PLAN TO WORK WITH DISADVANTAGED PERSONS. IT WAS DEVELOPED TO PRESENT INFORMATION ABOUT PRE-VOCATIONAL AND VOCATIONAL EDUCATION PROGRAMS. MAJOR UNITS ARE: (1) ORIGIN AND BACKGROUND OF VOCATIONAL EDUCATION, (2) THE ROLE OF THE SECONDARY SCHOOL IN VOCATIONAL EDUCATION, (3) VOCATIONAL EDUCATION AT THE POST HIGH SCHOOL LEVEL, (4) VOCATIONAL GUIDANCE AND COUNSELING, (5) VOCATIONAL EDUCATION FOR THE HANDICAPPED PERSON, (6) EMPLOYMENT TRENDS, (7) THE SEARCH FOR WORK, AND (8) APPROACHES TO VOCATIONAL EDUCATION THROUGH INNOVATIVE PROGRAMS. THE MATERIAL WAS DESIGNED FOR A 30 HOUR COURSE. THE DOCUMENT [illegible] MIMEOGRAPHED AND INTERSPERSED WITH MENTION OF OVERHEAD TRANSPARENCIES WHICH ARE NOT INCLUDED. SUPPLEMENTARY MATERIALS INCLUDE A BIBLIOGRAPHY OF 17 CURRENT REFERENCES. (EM)|

VT 006 796
FOOD SERVICE INDUSTRY; A CURRICULUM FOR VOCATIONAL TRAINING.

THIOKOL CHEMICAL CORPORATION, ROSWELL, N. MEX. CURRICULUM SUPPORT DEPARTMENT.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - MAR68 159P.

DESCRIPTORS - *OCCUPATIONAL HOME ECONOMICS; *CURRICULUM GUIDES; *FOOD SERVICE WORKERS; *FOOD SERVICE OCCUPATIONS; ENTRY WORKERS; JOB TRAINING; BEHAVIORAL OBJECTIVES

ABSTRACT - DESIGNED FOR STUDENTS WITH AT LEAST A FOURTH TO SIXTH GRADE ACHIEVEMENT LEVEL, THIS CURRICULUM GUIDE IS FOR USE IN PROVIDING A 2-YEAR ENTRY LEVEL FOOD SERVICE PROGRAM WHICH EMPHASIZES ON-THE-JOB TRAINING. THE 6-PART OUTLINE INCLUDES: (1) ORIENTATION TO FOOD SERVICE WORK, (2) COOKING, (3) BAKING, (4) MEAT CUTTING, (5) DINING ROOM ASSISTANCE AND WAITING, AND (6) PREPLACEMENT ACTIVITIES. THE UNITS OF EACH PART CONTAIN PERFORMANCE OBJECTIVES, SUBJECT MATTER OUTLINE, AND REFERENCES. (SB)|

VT 010 551
TIPS FOR TEACHING TEXTILES AND CLOTHING. RESOURCE KIT MATERIALS. HOME ECONOMICS CONTINUING EDUCATION.

NEW YORK STATE EDUCATION DEPT., ALBANY. BUREAU OF CONTINUING EDUCATION CURRICULUM DEVELOPMENT.
MF AVAILABLE IN VT-ERIC SET.
PUBLICATION DISTRIBUTION UNIT, NEW YORK STATE EDUCATION DEPARTMENT, EDUCATION BUILDING, ALBANY, NEW YORK 12224.
PUB DATE - 69 25P.

DESCRIPTORS - *HOMEMAKING EDUCATION; RESOURCE MATERIALS; *INSTRUCTIONAL MATERIALS; *TEXTILES INSTRUCTION; *CLOTHING INSTRUCTION; ADULT EDUCATION; TRANSPARENCIES

ABSTRACT - DEVELOPED BY A COMMITTEE OF STATE EXTENSION STAFF, BUSINESS WOMEN, AND HIGH SCHOOL HOME ECONOMICS TEACHERS, THIS KIT IS DESIGNED TO AID TEACHERS OF ADULT TEXTILES AND CLOTHING PROGRAMS IN OBTAINING INSTRUCTIONAL MATERIALS. TOPICS ARE: (1) PREPARING AND USING TRANSPARENCIES, (2) DEVELOPING A LEARNING EXPERIENCE USING A TRANSPARENCY, (3) A MASTER TRANSPARENCY WITH OVERLAYS, (4) RESOURCE LIST OF TEXTILE AND CLOTHING TEACHING AIDS, (5) SOURCE LIST OF FREE AND INEXPENSIVE TEACHING MATERIALS, AND (6) FORM FOR EVALUATING TEACHING AIDS. THE KIT SHOULD BE USED WITH "CLOTHING SERVICES TRAINING GUIDE" (VT 013 908) AND "TIPS FOR TEACHING TEXTILES AND CLOTHING" (VT 010 573), BOTH IN THIS ISSUE. (SB)|

VT 010 573
TIPS FOR TEACHING TEXTILES AND CLOTHING. HOME ECONOMICS CONTINUING EDUCATION.

NEW YORK STATE EDUCATION DEPT., ALBANY. BUREAU OF CONTINUING EDUCATION CURRICULUM DEVELOPMENT.
MF AVAILABLE IN VT-ERIC SET.
PUBLICATIONS DISTRIBUTION UNIT, NEW YORK STATE EDUCATION DEPARTMENT., EDUCATION BUILDING, ALBANY, NEW YORK 12224.
PUB DATE - 69 53P.

DESCRIPTORS - *HOME ECONOMICS EDUCATION; *ADULT EDUCATION PROGRAMS; *TEACHING GUIDES; *TEXTILES INSTRUCTION; *CLOTHING INSTRUCTION; BIBLIOGRAPHIES; CURRICULUM DEVELOPMENT; CLASSROOM ENVIRONMENT; TEACHER EVALUATION; INSTRUCTIONAL MATERIALS

ABSTRACT - EFFECTIVE TEACHING TECHNIQUES ARE SUGGESTED FOR AN ADULT EDUCATION COURSE IN TEXTILES AND CLOTHING DEVELOPED BY THE BUREAU OF CONTINUING EDUCATION IN NEW YORK STATE. THE VARIOUS SECTIONS OF THE GUIDE CONCERN ESTABLISHING EFFECTIVE STAFF RELATIONSHIPS, UNDERSTANDING THE ADULT STUDENT, PLANNING THE TEXTILES AND CLOTHING CURRICULUM, GIVING INSTRUCTION, PROVIDING AN EFFECTIVE LEARNING ENVIRONMENT, AND EVALUATING TEACHING EFFECTIVENESS. A SOURCE LIST OF TEACHING MATERIALS AND A BIBLIOGRAPHY ARE APPENDED. COMPANION PUBLICATIONS, "TIPS FOR TEACHING TEXTILES AND CLOTHING; RESOURCE KIT" AND "CLOTHING SERVICES TRAINING GUIDE", ARE AVAILABLE IN THIS ISSUE AS VT 010 551 AND VT 013 908, RESPECTIVELY. (BC)|

VT 010 887
A TO ZERO OF REFRIGERATION; A SIMPLE STORY OF MAN-MADE COLD.

GENERAL MOTORS CORP., DETROIT, MICH. PUBLIC RELATIONS STAFF.
MF AVAILABLE IN VT-ERIC SET.
PUBLIC RELATIONS STAFF, GENERAL MOTORS CORPORATION, GENERAL MOTORS BUILDING, DETROIT, MICHIGAN 48202.
PUB DATE - 64 95P.

DESCRIPTORS - *INSTRUCTIONAL MATERIALS; *REFRIGERATION; AIR CONDITIONING; TEMPERATURE; CONSUMER EDUCATION; INDUSTRIAL EDUCATION
IDENTIFIERS - GENERAL MOTORS CORPORATION; *FRIGIDAIRE DIVISION

ABSTRACT - PREPARED WITH THE COOPERATION OF ENGINEERS AND HOME ECONOMISTS IN THE FRIGIDAIRE DIVISION OF GENERAL MOTORS, THIS BOOKLET CONTAINS A SIMPLE EXPLANATION OF HOW A REFRIGERATOR WORKS, FIRST GIVING THE HISTORY OF REFRIGERATION, THEN DESCRIBING HOW HEAT IS MEASURED AND HOW THE FREEZER, COMPRESSOR, AND CONDENSOR WORK TOGETHER, AND CLOSING WITH THE VALUE OF REFRIGERATION TO MAN AND A LOOK AT ITS POSSIBILITIES FOR THE FUTURE. ILLUSTRATIONS AND CHARTS ARE USED TO EXPLAIN MANY OF PRINCIPLES OF REFRIGERATION. (GR)|

VT 012 101
MORGAN, THOMAS T.;DAVIS, DONALD R.
HOW TO AVOID FLYING BLIND. A SOUND/FILMSTRIP.

CALIFORNIA SOCIETY OF CERTIFIED PUBLIC ACCOUNTANTS.
INDUSTRY-EDUCATION COUNCILS OF CALIFORNIA.

DOCUMENT NOT AVAILABLE FROM EDRS.
THE OHIO SOCIETY OF CERTIFIED
UBLIC ACCOUNTANTS, BOX 617,
WORTHINGTON, OHIO 43085
(RECORD/FILMSTRIP/TEACHERS GUIDE
AVAILABLE IN LIMITED QUANTITY).
PUB DATE - 68 16P.

DESCRIPTORS - *BUSINESS EDUCATION; *FILMSTRIPS; *BUSINESS; SECONDARY EDUCATION; *INSTRUCTIONAL MATERIALS; CASE STUDIES

ABSTRACT - THIS 2-PART SOUND/FILMSTRIP IS FOR USE AT THE SECONDARY OR COLLEGE LEVEL TO PRESENT AN AUDIOVISUAL ILLUSTRATION OF THE DEVELOPMENT OF A TYPICAL AMERICAN BUSINESS. TOPICS COVER: (1) THE INNOVATOR, (2) THE PARTNERSHIP, (3) THE CORPORATION, AND (4) EXPLANATIONS OF SUCCESS. ACCOMPANYING THE SOUND/FILMSTRIP IS A TEACHER'S GUIDE DESCRIBING AND ILLUSTRATING USE OF THE FILMSTRIP AND CONTAINING A GLOSSARY OF RELATED TERMS. (SB)|

T 012 552
GUIDELINES FOR CONSUMER AND HOMEMAKING EDUCATION PROGRAMS. PART F OF VOCATIONAL EDUCATION ACT OF 1968 (P.L. 90-576).

CALIFORNIA STATE DEPT. OF EDUCATION, SACRAMENTO.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 70 13P.

DESCRIPTORS - *HOME ECONOMICS EDUCATION; *CONSUMER EDUCATION; *EDUCATIONAL PROGRAMS; INSTRUCTIONAL PROGRAMS; *GUIDELINES; *FEDERAL LEGISLATION; PROGRAM PLANNING; PROGRAM ADMINISTRATION; EDUCATIONAL FINANCE; STANDARDS; ECONOMICALLY DISADVANTAGED
IDENTIFIERS - *VOCATIONAL EDUCATION AMENDMENTS OF 1968

ABSTRACT - GUIDES FOR IMPLEMENTING CONSUMER AND HOMEMAKING PROGRAMS IN CCORDANCE WITH PART F OF THE CATIONAL EDUCATION ACT OF 1968 ARE ORGANIZED UNDER THESE TOPICS: (1) GENERAL INFORMATION, WHICH DESCRIBES THE OCCUPATIONAL AND THE CONSUMER AND HOMEMAKING INSTRUCTIONAL PROGRAMS, (2) ALLOCATION OF FUNDS FOR CONSUMER AND HOMEMAKING EDUCATION, (3) STANDARDS FOR A CONSUMER AND HOMEMAKING EDUCATION PROGRAM, (4) QUALITY OF INSTRUCTION, WHICH DISCUSSES FIVE QUALITIES NEEDED IN AN INSTRUCTIONAL PROGRAM, (5) PROGRAMS FOR PERSONS IN ECONOMICALLY DEPRESSED AREAS, WHICH DEFINES AN ECONOMICALLY DEPRESSED AREA, (6) HOW TO APPLY FOR FUNDS FOR CONSUMER AND HOMEMAKING EDUCATION, AND (7) REQUIRED REPORTS. SOURCES FOR FURTHER INFORMATION AND SAMPLE APPLICATION FORMS ARE INCLUDED. (SB)|

VT 012 778
SHELL, VICKI
MERCHANDISE INFORMATION. UNIT: LABELS AND ATTACHED DESCRIPTIVE MATERIALS.

KENTUCKY UNIV., LEXINGTON.
INSTRUCTIONAL MATERIALS LAB.
MF AVAILABLE IN VT-ERIC SET.
DE 244
PUB DATE - ND 40P.

DESCRIPTORS - *TEACHING GUIDES; *DISTRIBUTIVE EDUCATION; *MERCHANDISE INFORMATION; TRANSPARENCIES; LEARNING ACTIVITIES; TEACHING TECHNIQUES; CONSUMER EDUCATION

ABSTRACT - PREPARED BY A HIGH SCHOOL DISTRIBUTIVE EDUCATION COORDINATOR, THIS TEACHING GUIDE IS FOR A UNIT DESIGNED TO ENABLE STUDENTS TO UNDERSTAND INFORMATION ON PRODUCT LABELS AND ATTACHED DESCRIPTIVE MATERIALS. INCLUDED IN THE UNIT ARE COMPETENCIES TO BE DEVELOPED, SUGGESTIONS FOR INTRODUCING THE UNIT, AND A UNIT OUTLINE BASED ON THE COMPETENCIES AND CONTAINING INFORMATION, TEACHING-LEARNING ACTIVITIES, AND SUGGESTED REFERENCES AND INSTRUCTIONAL MATERIALS. ALSO INCLUDED ARE SEVERAL TRANSPARENCY MASTERS, AND A BIBLIOGRAPHY OF BOOKS, PAMPHLETS, AND PERIODICALS. (SB)|

VT 012 982
FURNEISEN, BARBARA K.
FOOD SERVICE.

MARIE H. KATZENBACH SCHOOL FOR THE DEAF, WEST TRENTON, N.J.;RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. VOCATIONAL-TECHNICAL CURRICULUM LAB.
NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION
MF AVAILABLE IN VT-ERIC SET.
VOCATIONAL-TECHNICAL CURRICULUM LABORATORY, RUTGERS UNIVERSITY, 4103 BUILDING, KILMER CAMPUS, NEW BRUNSWICK, NEW JERSEY 08903 ($2.50).
PUB DATE - JUL71 216P.

DESCRIPTORS - *OCCUPATIONAL HOME ECONOMICS; *STUDY GUIDES; *FOOD SERVICE; *JOB SKILLS; *DEAF EDUCATION; FOOD SERVICE WORKERS; ACHIEVEMENT TESTS; ENTRY WORKERS

ABSTRACT - PREPARED BY AN INSTRUCTOR OF THE MARIE H. KATZENBACH SCHOOL FOR THE DEAF AND TESTED IN A STATE SCHOOL FOR THE DEAF, THIS STUDY GUIDE IS FOR TEACHING JUNIOR OR SENIOR HIGH SCHOOL DEAF STUDENTS ENTRY LEVEL SKILLS IN FOOD SERVICE. UNITS ARE: (1) FOOD SERVICE WORKER, (2) DINING ROOM, (3) KITCHEN, (4) SAFETY, (5) FOOD PORTIONING, (6) MEAL SERVICE, (7) USE AND CARE OF LARGE EQUIPMENT, (8) SPECIAL HELPS FOR FOOD PREPARATION, (9) DESSERT PREPARATION, (10) SALAD PREPARATION, AND (11) SANDWICH PREPARATION. EACH UNIT CONTAINS ILLUSTRATED LESSONS CONSISTING OF AN OBJECTIVE, INFORMATION, VOCABULARY TERMS, AND AN ASSIGNMENT. A PICTURE-GLOSSARY OF SMALL EQUIPMENT, LIST OF VOCABULARY TERMS, BIBLIOGRAPHY, AND OBJECTIVE ACHIEVEMENT TESTS ARE INCLUDED. (SB)|

VT 013 057
JOHNSON, DORA
HANDWASHING.

NORTHERN COLORADO UNIV., GREELEY. CAREER DEVELOPMENT CENTER.
DOCUMENT NOT AVAILABLE FROM EDRS.
DEPARTMENT OF VOCATIONAL EDUCATION, CAREER DEVELOPMENT CENTER, PUBLICATION AND DISSEMINATION DIVISION, UNIVERSITY OF NORTHERN COLORADO, GREELEY, COLORADO 80631.
PUB DATE - 70 13P.

DESCRIPTORS - *HEALTH OCCUPATIONS EDUCATION; *UNIT PLAN; *AUTOINSTRUCTIONAL AIDS; *SANITATION; STUDY GUIDES; LEARNING ACTIVITIES; BEHAVIORAL OBJECTIVES; ACHIEVEMENT TESTS; ANSWER KEYS
IDENTIFIERS - *HANDWASHING

ABSTRACT - DEVELOPED BY A HEALTH OCCUPATIONS TEACHER COORDINATOR, THIS COLOR-CODED SELF-INSTRUCTIONAL UNIT ON HANDWASHING IS FOR STUDENT AND TEACHER USE. CONTENTS INCLUDE OBJECTIVES, SELF-ASSESSMENT, STUDY GUIDE REFERENCES, STUDY QUESTIONS, SUGGESTED ACTIVITIES, LABORATORY ACTIVITIES, UNIT SUMMARY, SELF-TEST, INSTRUCTOR'S KEY TO SELF-TEST, AND EVALUATION FORMS. (SB)|

VT 013 102
LABOR UNIONS AND ORGANIZATIONS: A SELF-INSTRUCTIONAL UNIT FOR UNIT 18 OF THE VOCATIONAL ORIENTATION TEACHER'S GUIDE.

ARKANSAS UNIV., FAYETTEVILLE. DEPT. OF VOCATIONAL EDUCATION.;ARKANSAS STATE DEPT. OF EDUCATION, LITTLE ROCK. DIV. OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 25P.

DESCRIPTORS - *VOCATIONAL EDUCATION; AUTOINSTRUCTIONAL AIDS; *LABOR UNIONS; ORGANIZATION; *INSTRUCTIONAL MATERIALS; *REFERENCE MATERIALS; *ORIENTATION MATERIALS; TEACHING PROCEDURES; TESTS; BEHAVIORAL OBJECTIVES

ABSTRACT - DEVELOPED BY A HOME ECONOMICS TEACHER IN A GRADUATE COURSE IN VOCATIONAL EDUCATION, AND REFINED BY STAFF MEMBERS IN THE DEPARTMENT OF VOCATIONAL EDUCATION, COLLEGE OF EDUCATION, UNIVERSITY OF ARKANSAS, THIS SELF-INSTRUCTIONAL UNIT IS INTENDED FOR BOTH TEACHER AND STUDENT USE. IT IS PREPARED FOR

USE WITH UNIT 18 OF THE VOCATIONAL ORIENTATION TEACHER'S GUIDE. THE TEACHER OBJECTIVES ARE TO PROVIDE STUDENTS WITH A BASIC UNDERSTANDING OF LABOR UNIONS AND A REALIZATION OF HOW UNIONS AFFECT INDIVIDUAL WORKERS. THE TEACHER SECTION INCLUDES: (1) TEACHER OBJECTIVES, (2) SUGGESTED TEACHING PROCEDURES, (3) REFERENCE LISTS, (4) ACKNOWLEDGEMENTS, AND (5) TRANSPARENCY MASTERS. THE STUDENT SECTION INCLUDES: (1) STUDENT BEHAVIORAL OBJECTIVES, (2) A PRETEST AND A POSTTEST, (3) THE BODY OF THE CONTENTS, (4) SUGGESTED EXPERIENCES, AND (5) REVIEW QUESTIONS. (GEB)|

VT 013 255   ED 051 401
FAMILY LIFE LITERATURE AND FILMS. AN ANNOTATED BIBLIOGRAPHY.

MINNESOTA COUNCIL ON FAMILY RELATIONS, MINNEAPOLIS.
EDRS PRICE MF-$0.65 HC-$9.87
MINNESOTA COUNCIL ON FAMILY RELATIONS, 1219 UNIVERSITY AVENUE SOUTHEAST, MINNEAPOLIS, MINN 55414, ($3.65)
PUB DATE - ND 204P.

DESCRIPTORS - *ANNOTATED BIBLIOGRAPHIES; *FAMILY LIFE EDUCATION; *RESOURCE GUIDES; FAMILY LIFE; SEX EDUCATION; MARRIAGE; PARENT CHILD RELATIONSHIP; SOCIAL PROBLEMS; ADOLESCENTS; CHILDREN; ADULTS; OLDER ADULTS; EDUCATIONAL RESOURCES

ABSTRACT - THIS ANNOTATED BIBLIOGRAPHY WAS PREPARED BY THE MINNESOTA COUNCIL ON FAMILY RELATIONS AND PROVIDES USEFUL PAST AS WELL AS CURRENT AND INNOVATIVE MATERIALS ABOUT MARRIAGE AND FAMILY LIVING. THE NUMEROUS BOOKS, PAMPHLETS, PERIODICAL ARTICLES, AND AUDIO-VISUAL MATERIALS ARE ORGANIZED UNDER THREE MAJOR SECTIONS: (1) THE AMERICAN FAMILY: THEORETICAL, HISTORICAL, AND SUBCULTURAL PERSPECTIVES, (2) HUMAN SEXUALITY AND SEX EDUCATION, (3) ADOLESCENCE, (4) LOOKING TOWARD MARRIAGE, (5) MARRIED LIVING, (6) PARENT-CHILD RELATIONSHIPS, (7) MIDDLE AND LATER YEARS, (8) FAMILY LIFE EDUCATION: PHILOSOPHY AND METHODOLOGY, AND (9) SOCIAL PROBLEMS. DESCRIPTIVE INFORMATION INTRODUCES EACH SECTION AND ENTRIES ARE ARRANGED ALPHABETICALLY BY AUTHOR UNDER VARIOUS SUB-HEADINGS. ENTRIES INCLUDE AUTHOR, TITLE, PUBLICATION INFORMATION, PAGINATION, AND BRIEF ANNOTATION. A LISTING OF PUBLISHERS AND SOURCES FOR MATERIALS AND AN AUTHOR INDEX ARE APPENDED. (SB)

VT 013 296
A CURRICULUM GUIDE IN CONSUMER AND HOMEMAKING EDUCATION FOR HOME ECONOMICS.

NASHVILLE-DAVIDSON COUNTY METROPOLITAN PUBLIC SCHOOLS, TENN.
MF AVAILABLE IN VT-ERIC SET.
METROPOLITAN PUBLIC SCHOOLS, 2601 BRANSFORD AVENUE, NASHVILLE, TENNESSEE 37204 ($6.00).
PUB DATE - ND 386P.

DESCRIPTORS - *HOMEMAKING EDUCATION; *CONSUMER EDUCATION; *CURRICULUM GUIDES; HOME ECONOMICS EDUCATION; SECONDARY GRADES; FOODS INSTRUCTION; NUTRITION INSTRUCTION; CLOTHING INSTRUCTION; TEXTILES INSTRUCTION; HUMAN DEVELOPMENT; CHILD CARE; HOUSING; MANAGEMENT; BEHAVIORAL OBJECTIVES; LEARNING ACTIVITIES

ABSTRACT - PREPARED BY A CURRICULUM WORKSHOP COMMITTEE, THIS CURRICULUM GUIDE IS DESIGNED FOR THE CONSUMER AND HOMEMAKING ASPECTS OF HOME ECONOMICS. THE 3-YEAR PROGRAM OF INSTRUCTION (GRADES 10, 11, AND 12) IS PLANNED FOR IN-DEPTH LEARNING IN THE AREAS OF FOODS AND NUTRITION, CLOTHING AND TEXTILES, HUMAN GROWTH AND DEVELOPMENT, AND HOUSING, WITH MANAGEMENT BEING EMPHASIZED IN ALL UNITS OF STUDY. THE UNITS ARE ORGANIZED BY GRADE LEVEL, AND EACH UNIT CONTAINS BEHAVIORAL OBJECTIVES, CONCEPTS AND GENERALIZATIONS, SUGGESTED LEARNING EXPERIENCES, REFERENCES, AND SUGGESTED TIME. SEVERAL MATERIALS FOR PLANNING A PLAY SCHOOL ARE APPENDED. (SB)|

VT 013 344
THE DEVELOPMENT OF A TOTAL PROGRAM OF EDUCATION FOR THE WORLD OF WORK. PART III, FACILITIES AND EQUIPMENT GUIDE.

DELAWARE OCCUPATIONAL RESEARCH COORDINATING UNIT, DOVER.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 50P.

DESCRIPTORS - *VOCATIONAL EDUCATION; *MANUALS; *EDUCATIONAL FACILITIES; *EDUCATIONAL EQUIPMENT; *PROGRAM PLANNING; TECHNICAL EDUCATION; INDUSTRIAL ARTS; OCCUPATIONAL CLUSTERS; PROGRAM DEVELOPMENT

ABSTRACT - DEVELOPED FOR USE AS AN EQUIPMENT AND FURNITURE GUIDE, THIS MANUAL INCLUDES RELATED INFORMATION CONCERNING SIX CLUSTERS OF VOCATIONAL OCCUPATIONS, TECHNICAL OCCUPATIONS, AND INDUSTRIAL ARTS. RECOMMENDED MACHINERY, PORTABLE EQUIPMENT, AND FURNITURE ARE INCLUDED FOR VARIOUS PROGRAMS SUCH AS: (1) DISTRIBUTIVE EDUCATION, (2) OFFICE OCCUPATIONS EDUCATION, (3) AGRICULTURE, (4) HEALTH OCCUPATIONS, (5) TRADE AND INDUSTRIAL, AND (6) HOME ECONOMICS. ALSO INCLUDED ARE RECOMMENDATIONS CONCERNING FACILITIES FOR THESE SIX CLUSTERS AND FOR INDUSTRIAL ARTS. COST INFORMATION IS NOT PROVIDED IN THE MANUAL. RELATED DOCUMENTS ARE AVAILABLE AS VT 007 470 (ARM FALL 1971) AND VT 013 343. (JS)|

VT 013 356
RESOURCE UNITS IN FOODS OCCUPATIONS; PROGRAM PLANNING FOR VOCATIONAL EDUCATION IN SECONDARY SCHOOLS.

MINNESOTA STATE DEPT. OF EDUCATION, ST. PAUL.
MF AVAILABLE IN VT-ERIC SET.
CURR-BULL-34
MINNESOTA DOCUMENT SECTION, ROOM 140, CENTENNIAL BUILDING, 658 CEDAR STREET, ST. PAUL, MINNESOTA 55101.
PUB DATE - 71 170P.

DESCRIPTORS - *OCCUPATIONAL HOME ECONOMICS; *RESOURCE GUIDES; *FOOD SERVICE WORKERS; ENTRY WORKERS; SECONDARY EDUCATION; LEARNING ACTIVITIES; EDUCATIONAL RESOURCES; EVALUATION METHODS; IMPROVEMENT

ABSTRACT - DEVELOPED BY HOME ECONOMICS SUPERVISORY PERSONNEL AND TEACHERS, THIS RESOURCE GUIDE IS FOR TEACHING COURSES IN FOOD-RELATED OCCUPATIONS AND MAY BE USED IN PREPARING ENTRY LEVEL WORKERS OR FOR UPGRADING EMPLOYEES. UNITS ARE BASED ON A CONCEPTUAL FRAMEWORK EMPHASIZING: (1) PREPARATION FOR THE WORLD OF WORK, (2) MANAGEMENT OF RESOURCES, (3) SANITATION, (4) SAFETY, (5) NUTRITION, (6) SKILL IN FOOD PREPARATION AND SERVICE, AND (7) CAREERS. PROVIDED IN EACH UNIT ARE OBJECTIVES, SUBJECT CONTENT, LEARNING ACTIVITIES, AND EVALUATION SUGGESTIONS. REFERENCES AND TEACHING AIDS ARE APPENDED. (SB)|

VT 013 357
RESOURCE UNITS IN HOUSING AND MANAGEMENT OF THE HOME; PROGRAM PLANNING FOR HOME ECONOMICS IN SECONDARY SCHOOLS OF MINNESOTA (SECONDARY SCHOOL).

MINNESOTA STATE DEPT. OF EDUCATION, ST. PAUL.
MF AVAILABLE IN VT-ERIC SET.
MINNESOTA DOCUMENT SECTION, ROOM 140, CENTENNIAL BUILDING, 658 CEDAR STREET, ST. PAUL, MINNESOTA 55101.
PUB DATE - 68 96P.

DESCRIPTORS - *HOMEMAKING EDUCATION; *HOME MANAGEMENT; *HOUSING; *RESOURCE GUIDES; SECONDARY GRADES; LEARNING ACTIVITIES; EVALUATION METHODS; EDUCATIONAL RESOURCES

ABSTRACT - DEVELOPED THROUGH A UNIVERSITY CURRICULUM DEVELOPMENT COURSE AND WORKSHOP, THIS RESOURCE GUIDE PROVIDES UNITS IN HOUSING AND HOME MANAGEMENT FOR EIGHTH, NINTH, AND ADVANCED GRADES. THE CONCEPTUAL FRAMEWORK USED AS A BASIS FOR THE SCOPE AND SEQUENCE OF THE UNITS EMPHASIZES THE INFLUENCE OF HOUSING ON THE FAMILY, NATURE OF THE COMPONENTS OF HOUSING, AND

INFLUENCE OF THE MANAGEMENT OF RESOURCES IN MAINTAINING THE HOME. INCLUDED IN THE UNITS ARE OBJECTIVES, SUBJECT CONTENT, LEARNING ACTIVITIES, AND EVALUATION SUGGESTIONS. (SP)|

VT 013 365
SAFETY TRAINING TECHNIQUES IN THE CLASSROOM.

BUREAU OF LABOR STANDARDS (DOL), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
OSA-LS-180-REVISED
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402 (L16.49:180/2, $.10).
PUB DATE - MAY70 7P.1970 REVISION.

DESCRIPTORS - *SAFETY EDUCATION; *TRAINING TECHNIQUES; TEACHING TECHNIQUES; MOTIVATION TECHNIQUES; MECHANICAL TEACHING AIDS; INSTRUCTIONAL MATERIALS

ABSTRACT - THIS SIX PAGE PAMPHLET WAS DEVELOPED TO PROVIDE INSTRUCTORS WITH TIPS TO EFFECTIVELY TEACH SAFETY TECHNIQUES IN THE CLASSROOM. THE TOPICS INCLUDE: (1) WHAT MAKES A GOOD SAFETY INSTRUCTOR, (2) PLANNING A SAFETY TRAINING COURSE, (3) PSYCHOLOGY IN TEACHING SAFETY, (4) SAFETY TRAINING METHODS, (5) MOTIVATION, (6) CLASSROOM CONDITIONS, (7) MECHANICAL ASPECTS OF INSTRUCTION, AND (8) BLACKBOARD TECHNIQUES. THE DOCUMENT IS PROFUSELY ILLUSTRATED WITH SKETCHES. (GCB)|

VT 013 401
COURSE OF STUDY GUIDE FOR HOME ECONOMICS EDUCATION, GRADES 7 AND 8.

CLAY COUNTY UNIFIED SCHOOLS, KANSAS.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 55P.

DESCRIPTORS - *HOMEMAKING EDUCATION; *CURRICULUM GUIDES; GRADE 7; GRADE 8; EDUCATIONAL OBJECTIVES; LEARNING ACTIVITIES; JUNIOR HIGH SCHOOLS; EVALUATION TECHNIQUES

ABSTRACT - DEVELOPED BY A COMMITTEE OF HOME ECONOMICS TEACHERS, THIS CURRICULUM GUIDE IS FOR TEACHER USE IN PROVIDING HOMEMAKING EXPERIENCES FOR GRADES 7 AND 8. OBJECTIVES, GENERALIZATIONS, LEARNING EXPERIENCES, EVALUATION TECHNIQUES, AND RESOURCES ARE LISTED FOR CONCEPTS IN THESE MAJOR AREAS: (1) HOME MANAGEMENT, (2) CHILD CARE, (3) INTERPERSONAL RELATIONSHIPS, (4) CLOTHING AND TEXTILES, AND (5) FOODS AND NUTRITION. THE MAIN EMPHASIS FOR BOTH YEARS IS IN THE FOOD AND NUTRITION AND CLOTHING AND TEXTILES AREAS. (SB)|

VT 013 404
FAMILY LIFE AND SEX EDUCATION, TEACHER'S GUIDE. HEALTH EDUCATION CURRICULUM.

MOORHEAD PUBLIC SCHOOLS, MINN.
MF AVAILABLE IN VT-ERIC SET.
INDEPENDENT SCHOOL DISTRICT #152, 810-4TH AVE. SOUTH, MOORHEAD, MINNESOTA 56560 ($2.00).
PUB DATE - OCT69 185P.

DESCRIPTORS - *FAMILY LIFE EDUCATION; *SEX EDUCATION; *CURRICULUM GUIDES; *ELEMENTARY GRADES; HEALTH EDUCATION; BIBLIOGRAPHIES; ELEMENTARY SCHOOL CURRICULUM

ABSTRACT - DEVELOPED BY A COMMITTEE OF ELEMENTARY SCHOOL TEACHERS, THIS CURRICULUM GUIDE CONTAINS FAMILY LIFE AND SEX EDUCATION EXPERIENCES FOR GRADES K-6. UNITS FOR EACH COLOR-CODED GRADE LEVEL ARE: (1) PHYSIOLOGY, (2) PHYSICAL EDUCATION, (3) FIRST AID AND SAFETY, (4) MENTAL AND EMOTIONAL HEALTH, (5) ALCOHOL, TOBACCO, AND DRUGS, (6) SOCIOLOGY, (7) FAMILY LIFE, AND (8) SEX EDUCATION. CONTENT, TEACHER SUGGESTIONS, OBJECTIVES, LEARNING ACTIVITIES, AND BIBLIOGRAPHY ARE PROVIDED FOR EACH GRADE LEVEL. SEVERAL TEACHER BACKGROUND MATERIALS ARE APPENDED. (SB)|

VT 013 405
PRE-VOCATIONAL HOMEMAKING.

FORT WORTH PUBLIC SCHOOLS, TEXAS.
MF AVAILABLE IN VT-ERIC SET.
REP-CUR-BULL-185.2
FORT WORTH INDEPENDENT SCHOOL DISTRICT, OFFICE OF BUSINESS MANAGER, 3210 WEST LANCASTER, FORT WORTH, TEXAS 76107 ($2.50).
PUB DATE - 68 73P.

DESCRIPTORS - *HOMEMAKING EDUCATION; *CURRICULUM GUIDES; *PREVOCATIONAL EDUCATION; LEARNING ACTIVITIES; TEACHING TECHNIQUES; BIBLIOGRAPHIES

ABSTRACT - DEVELOPED BY A COMMITTEE OF HOME ECONOMICS TEACHERS AND CONSULTANTS, THIS CURRICULUM GUIDE IS DESIGNED TO HELP PREVOCATIONAL HOMEMAKING STUDENTS DEVELOP COMPETENCIES TO MEET TECHNOLOGICAL AND SOCIETAL CHANGES. GENERALIZATIONS, TEACHING TECHNIQUES, LEARNING EXPERIENCES, AND TIME ALLOTMENT ARE SUGGESTED FOR UNITS EMPHASIZING: (1) HOME MANAGEMENT, (2) NUTRITION AND MEAL MANAGEMENT, (3) CLOTHING, (4) HOUSING, AND (5) CHILD DEVELOPMENT. INCORPORATED IN THESE UNITS ARE SAFETY AND FIRST AID, FAMILY RECREATION, AND COMMUNITY OBLIGATIONS. A BIBLIOGRAPHY OF REFERENCES AND TEACHING AIDS IS INCLUDED. (SB)|

VT 013 420
HOME ECONOMICS, 7 AND 8.

CENTRAL HIGH SCHOOL DISTRICT NUMBER 3, MERRICK, N.Y.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 140P.

DESCRIPTORS - *HOMEMAKING EDUCATION; *CURRICULUM GUIDES; *TEACHING GUIDES; GRADE 7; GRADE 8; FOODS INSTRUCTION; CLOTHING INSTRUCTION; CHILD DEVELOPMENT; INTERPERSONAL RELATIONSHIP; LEARNING ACTIVITIES

ABSTRACT - DEVELOPED BY A CURRICULUM COMMITTEE, THIS GUIDE CONTAINS MATERIALS FOR TEACHER USE IN PROVIDING HOMEMAKING EXPERIENCES FOR GRADES 7 AND 8. THE 18-WEEK SEVENTH GRADE COURSE EMPHASIZES INTERPERSONAL RELATIONSHIPS AND FOODS, WHILE THE 18-WEEK EIGHTH GRADE COURSE FOCUSES ON CHILD DEVELOPMENT AND CLOTHING. BEHAVIORAL OBJECTIVES, GENERALIZATIONS, AND TEACHING CONTENT WHICH INCLUDES ACTIVITIES AND EVALUATION SUGGESTIONS ARE PROVIDED FOR THE CONCEPTS OF BOTH COURSES. (SB)|

VT 013 423
SAFETY EDUCATION IN IDAHO SCHOOLS.

IDAHO STATE DEPT. OF EDUCATION, BOISE.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 268P.

DESCRIPTORS - *VOCATIONAL EDUCATION; *SAFETY EDUCATION; *SCHOOL SAFETY; *RESOURCE GUIDES; *SUPPLEMENTARY TEXTBOOKS; RESOURCE MATERIALS; BIBLIOGRAPHIC CITATIONS; SCIENCE; FILMS; PHYSICAL EDUCATION; STUDY GUIDES

ABSTRACT - THIS GUIDE ON SAFETY EDUCATION DEVELOPED BY A SAFETY EDUCATION COMMITTEE COMPRISES EIGHT SECTIONS: (1) SAFETY EDUCATION IN IDAHO SCHOOLS, (2) SAFETY AND PHYSICAL EDUCATION, (3) SCIENCE SAFETY, (4) SCHOOL PATROLS, (5) SAFETY IN HOME ECONOMICS, (6) INDUSTRIAL ARTS SAFETY, (7) SAFETY IN VOCATIONAL AGRICULTURE, AND (8) SAFETY IN TRADE AND TECHNICAL EDUCATION. EACH SECTION OR PUBLICATION IS DESIGNED TO SERVE AS A GUIDE FOR A PARTICULAR AREA OF INSTRUCTION. THESE SECTIONS PROVIDE CONTENT THAT CAN BE USED IN TEACHING AS WELL AS LISTINGS OF REFERENCES, FILMS, AND OTHER TEACHING AIDS. (GB)|

VT 013 439
A CURRICULUM GUIDE FOR HOME ECONOMICS, GRADES 7, 8, AND 9.

MASON CITY COMMUNITY SCHOOLS, IOWA.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - JAN68 62P.

DESCRIPTORS - *HOMEMAKING EDUCATION; *CURRICULUM GUIDES; LEARNING ACTIVITIES; JUNIOR HIGH SCHOOLS; EDUCATIONAL OBJECTIVES; NUTRITION INSTRUCTION; FOODS INSTRUCTION; CLOTHING INSTRUCTION; TEXTILES INSTRUCTION; HOME MANAGEMENT; HOME FURNISHINGS; CHILD CARE; CHILD DEVELOPMENT; FAMILY RELATIONSHIP

ABSTRACT - PREPARED BY A CURRICULUM COMMITTEE OF HOME ECONOMICS TEACHERS, THIS CURRICULUM GUIDE EMPHASIZES INTRODUCTORY SKILLS IN FOODS, CLOTHING, AND FAMILY LIVING FOR GRADES 7, 8, AND 9. THE COLOR-CODED GRADE SECTIONS ARE INTRODUCED BY A STATEMENT OF THE PHILOSOPHY OF HOME ECONOMICS EDUCATION AND A SCOPE AND SEQUENCE CHART. THE UNITS IN EACH SECTION CONTAIN TIME ALLOTMENT, OBJECTIVES, AND SUGGESTED LEARNING ACTIVITIES. A BIBLIOGRAPHY OF BOOKS, PAMPHLETS, CHARTS, PERIODICALS, FILMS, AND FILMSTRIPS IS PROVIDED FOR THE AREAS OF CLOTHING AND TEXTILES, FOOD AND NUTRITION, CHILD CARE AND DEVELOPMENT, HUMAN RELATIONSHIPS, HOME FURNISHINGS, AND MANAGEMENT. (SB)|

VT 013 443
PREPARING THE MENTALLY RETARDED IN THE AREAS OF FOOD PREPARATION AND SERVICE. A REPORT OF A PLANNING PROJECT.

TEXAS EDUCATION AGENCY, AUSTIN. DEPT. OF OCCUPATIONAL EDUCATION AND TECHNOLOGY.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 31MAY71 115P.

DESCRIPTORS - *VOCATIONAL EDUCATION; *PROGRAM PLANNING; *PROGRAM GUIDES; *MENTALLY HANDICAPPED; FOOD SERVICE; JOB TRAINING; FEASIBILITY STUDIES; FACILITY REQUIREMENTS; *FOOD SERVICE OCCUPATIONS; CURRICULUM GUIDES; CURRICULUM DEVELOPMENT; EDUCATIONAL RESOURCES; BUDGETING; PROGRAM COORDINATION; ADMISSION CRITERIA; FACULTY RECRUITMENT; TEACHER QUALIFICATIONS

ABSTRACT - IN ORDER TO IDENTIFY THE NEED FOR AND FEASIBILITY OF SPECIFIC VOCATIONAL EDUCATION PROGRAMS FOR THE MENTALLY RETARDED, REPORTS OF TRAINING PROGRAMS AND CURRICULUM MATERIALS WERE EXAMINED, CONFERENCES WERE HELD WITH EDUCATIONAL AND REHABILITATION PERSONNEL, AND A TRAINING PROGRAM, FACILITY, AND FILE OF EDUCATIONAL RESOURCES WERE DEVELOPED. AREAS OF SPECIALIZATION IN THE 2- TO 3-YEAR RECOMMENDED CURRICULUM ARE: (1) INTRODUCTION TO THE FOOD SERVICE INDUSTRY, (2) WAREWASHING, (3) FOOD SERVICE, (4) SANDWICH PREPARATION, (5) DEEP FAT FRYING, (6) BEVERAGES, (7) SOFT ICE CREAM AND FOUNTAIN SERVICE, (8) HEALTH AND GROOMING, (9) SANITATION AND SAFETY, AND (10) CLEAN-UP. SUGGESTED TIME SCHEDULE, UNITS, BEHAVIORAL OBJECTIVES, TRAINING ACTIVITIES, TRAINING RESOURCES, AND EVALUATION ARE PROVIDED FOR EACH SPECIALIZATION AREA. ADDITIONAL RECOMMENDATIONS ARE PROVIDED FOR SELECTING STAFF AND STUDENTS, PLANNING THE TRAINING SETTING AND EQUIPMENT, BUDGETING, AND COORDINATING THE PROGRAM WITH OTHER SCHOOL PROGRAMS, REHABILITATION AGENCIES, AND TRADE ORGANIZATIONS. (SB)|

VT 013 477
BENNER, SUZANNE;WAGNER, PEGGY
CLOTHING I: PERFORMANCE CRITERIA.

OMAHA PUBLIC SCHOOLS, NEBR.
MF AVAILABLE IN VT-ERIC SET.
ASSISTANT SUPERINTENDENT, OMAHA PUBLIC SCHOOLS, 3902 DAVENPORT STREET, OMAHA, NEBRASKA 68131.
PUB DATE - 69 91P.1968-69 REVISION.

DESCRIPTORS - *HOME ECONOMICS EDUCATION; *TEXTILES INSTRUCTION; *CLOTHING INSTRUCTION; *SEWING INSTRUCTION; *TEACHING GUIDES; HOMEMAKING EDUCATION; STUDY GUIDES; UNIT PLAN; EVALUATION TECHNIQUES; TEACHING TECHNIQUES

ABSTRACT - THIS 2-PART GUIDE CONTAINS 11 UNITS STRESSING BEGINNING SEWING TECHNIQUES. PART ONE IS INTENDED FOR THE TEACHER AND

CONTAINS SUGGESTED TEACHING ACTIVITIES, STUDENT REFERENCES, AND SAMPLE EVALUATION MEASURES FOR EACH OF THE 11 UNITS. PART TWO IS INTENDED FOR STUDENT USE AND CONTAINS INFORMATION, ILLUSTRATIONS, AND ACTIVITIES FOR EACH OF THE 11 UNITS. UNIT TOPICS ARE: (1) COLOR AND LINE, (2) COTTON, (3) SEWING MACHINES, (4) MEASUREMENTS, (5) PATTERN ENVELOPE, (6) STRAIGHTENING FABRIC AND FABRIC TERMS, (7) PATTERN SYMBOLS, AND (8) LAYOUT, CUTTING, MARKING, AND STITCHING. "CLOTHING II" IS AVAILABLE AS VT 013 478, ALSO IN THIS ISSUE. (SB)|

VT 013 478
WAGNER, PEGGY;DILLMAN, ESTHER
CLOTHING II: PERFORMANCE CRITERIA.

OMAHA PUBLIC SCHOOLS, NEBR.
MF AVAILABLE IN VT-ERIC SET.
ASSISTANT SUPERINTENDENT, OMAHA PUBLIC SCHOOLS, 3902 DAVENPORT STREET, OMAHA, NEBRASKA 68131.
PUB DATE - 70 119P.1969-70 REVISION.

DESCRIPTORS - *HOME ECONOMICS EDUCATION; *CLOTHING INSTRUCTION; *SEWING INSTRUCTION; *STUDY GUIDES; EVALUATION TECHNIQUES; TEACHING TECHNIQUES; UNIT PLAN; HOMEMAKING EDUCATION; *TEACHING GUIDES

ABSTRACT - THIS 2-PART GUIDE CONTAINS FIVE UNITS STRESSING SEWING TECHNIQUES, TEXTILES, AND CLOTHING SELECTION AND CARE. PART ONE IS INTENDED FOR TEACHER USE AND CONTAINS SUGGESTED TEACHING ACTIVITIES, STUDENT REFERENCES, AND SAMPLE EVALUATION MEASURES FOR EACH UNIT. PART TWO IS INTENDED FOR STUDENT USE AND CONTAINS INFORMATION, ILLUSTRATIONS, AND ACTIVITIES FOR EACH UNIT. UNIT TOPICS ARE: (1) SEWING TECHNIQUES, INCLUDING SEAM FINISHES, ZIPPER INSERTION, INTERFACINGS, COLLARS, BUTTONS AND BUTTONHOLES, SLEEVES, AND HEMMING, (2) CLOTHING NEEDS, (3) FIBERS, (4) YARNS AND FABRIC CONSTRUCTION, AND (5) CARE AND REPAIR OF CLOTHING. "CLOTHING I" IS AVAILABLE AS VT 013 477, ALSO IN THIS ISSUE. (SB)|

VT 013 498
SANTOLI, C.M.
BASIC MATHEMATICS FOR VOCATIONAL AND TECHNICAL STUDENTS, PART I AND II.

RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. VOCATIONAL-TECHNICAL CURRICULUM LAB.
NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
VOCATIONAL-TECHNICAL CURRICULUM LABORATORY, RUTGERS UNIVERSITY, 4103 BUILDING, KILMER CAMPUS, NEW BRUNSWICK, NEW JERSEY 08903 ($2.50 FOR EACH PART).
PUB DATE - 1JUL71 438P.

DESCRIPTORS - *VOCATIONAL EDUCATION; *MATHEMATICS; *TEXTBOOKS; *TECHNICAL EDUCATION; *ARITHMETIC; FRACTIONS; PERCENTAGE; SECONDARY GRADES; ILLUSTRATIONS

ABSTRACT - INDIVIDUALLY AUTHORED WITH COOPERATION FROM A CURRICULUM LABORATORY, THIS TWO PART DOCUMENT ON BASIC MATHEMATICS FOR VOCATIONAL AND TECHNICAL EDUCATION STUDENTS CONSISTS OF 11 UNITS. TOPICS ARE: (1) REVIEW OF THE FUNDAMENTALS OF ARITHMETIC, (2) FRACTIONS, (3) THE RULER, (4) DECIMALS, (5) PERCENTAGE, (6) COMMON BUSINESS TRANSACTIONS, (7) MONEY AND CHECKS, (8) EQUATIONS, (9) RATIO AND PROPORTION, (10) ANGULAR MEASUREMENT, AND (11) FORMULAS. EACH UNIT IS DIVIDED INTO LESSONS WITH OBJECTIVES FOR EACH LESSON PRESENTED. NUMEROUS ILLUSTRATIONS ARE INCLUDED WITH THE EXERCISES. (GB)|

VT 013 518
HOME ECONOMICS, COURSE OF STUDY.

MIDDLETOWN CITY SCHOOL DISTRICT, OHIO.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 70 131P.

DESCRIPTORS - *HOMEMAKING EDUCATION; *CURRICULUM GUIDES;

MIDDLE SCHOOLS; HIGH SCHOOLS; LEARNING ACTIVITIES; CURRICULUM PLANNING

ABSTRACT - PREPARED BY A CITY SCHOOL DISTRICT, THIS CURRICULUM GUIDE PROVIDES INFORMATION ON THE CONTENT OF THE HOME ECONOMICS CURRICULUM FROM MIDDLE SCHOOL THROUGH HIGH SCHOOL. OBJECTIVES, SKILLS, SCOPE AND SEQUENCE, LEARNING ACTIVITIES, EVALUATION TECHNIQUES, AND REFERENCES ARE PROVIDED BY GRADE LEVEL FOR THESE SUBJECT MATTER AREAS: (1) PERSONAL, FAMILY, AND COMMUNITY RELATIONS, (2) CHILD DEVELOPMENT, (3) FOODS, (4) CLOTHING AND TEXTILES, (5) HOUSING AND HOME FURNISHINGS, (6) FAMILY LIVING, (7) HOME ECONOMICS FOR SPECIAL EDUCATION, AND (8) VOCATIONAL PROGRAMS. (SB)|

VT 013 520
UNIFIED ARTS, COURSE OF STUDY.

MIDDLETOWN CITY SCHOOL DISTRICT, OHIO.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 70 49P.

DESCRIPTORS - *INDUSTRIAL ARTS; *HOME ECONOMICS; *TEACHING GUIDES; *INSTRUCTIONAL MATERIALS; *UNIFIED STUDIES PROGRAMS; CURRICULUM GUIDES; SECONDARY GRADES; BIBLIOGRAPHIES; LEARNING ACTIVITIES

ABSTRACT - PREPARED THROUGH THE COMBINED EFFORTS OF TEACHERS AND COORDINATORS, THIS TEACHING GUIDE IS INTENDED TO SERVE AS A GUIDE FOR PERSONS TEACHING UNIFIED ARTS. UNIFIED ARTS IS DEFINED AS A COMBINATION OF INDUSTRIAL ARTS AND HOME ECONOMICS. THE MATERIAL INCLUDES GOALS AND OBJECTIVES, CONTENT TO BE COVERED, SUGGESTED ACTIVITIES, GOALS TO BE MASTERED, CONCEPTS AND GENERALIZATIONS TO BE DEVELOPED, AND DEVELOPMENTAL VALUES TO BE ACQUIRED. IN THE AREAS RELATED TO INDUSTRIAL ARTS THE FOLLOWING TOPICS ARE INCLUDED: (1) ELECTRICITY, (2) INDUSTRIAL METALS, (3) WOOD PRODUCTS, (4) MECHANICAL DRAWING, AND (5) EXPLORATORY PLASTICS. IN HOME ECONOMICS THE TOPICS ARE: (1) NUTRITION, (2) SEWING, AND (3) PERSONAL CARE AND GROOMING. A SEPARATE BIBLIOGRAPHY IS INCLUDED FOR EACH AREA. SEVERAL SUGGESTED ACTIVITIES ARE REPRESENTED BY LINE DRAWINGS, AND A LIST OF SUGGESTED PROJECTS IS INCLUDED. (GEB)|

VT 013 522
DYNAMICS OF HUMAN RELATIONSHIPS.

SCHENECTADY CITY SCHOOL DISTRICT, N.Y.
MF AVAILABLE IN VT-ERIC SET.
SCHENECTADY CITY SCHOOL DISTRICT, AUDIO-VISUAL DEPARTMENT, 564 BROADWAY, SCHENECTADY, NEW YORK 12305 ($2.00).
PUB DATE - JUN66 88P.

DESCRIPTORS - *HOME ECONOMICS EDUCATION; *TEACHING TECHNIQUES; *HUMAN RELATIONS PROGRAMS; *FAMILY LIFE; RESOURCE MATERIALS; INSTRUCTIONAL MATERIALS; COURSE CONTENT; COURSE ORGANIZATION; CONCEPT TECHNIQUES; FAMILY PLANNING; SOCIAL LIFE; *TEACHING GUIDES

ABSTRACT - DEVELOPED FOR USE EITHER ON A 1-SEMESTER OR 1-YEAR BASIS, THIS DOCUMENT OUTLINES CONCEPTS AND TEACHING METHODS FOR THE DYNAMICS OF HUMAN RELATIONS COURSE. THE COURSE, BASED UPON HOME ECONOMICS 12, HAS BEEN PLANNED TO MEET THE VARIED NEEDS OF 11TH AND 12TH GRADE STUDENTS AND TO CREATE A MORE THOROUGH UNDERSTANDING OF THE FAMILY AS A DYNAMIC SOCIAL INSTITUTION. CONCEPTS INCLUDED IN THE COURSE OF STUDY ARE: (1) ORIENTATION TO NURSERY SCHOOL AND THE FOUR YEAR OLD, (2) DEVELOPMENT OF THE INDIVIDUAL, (3) FAMILIES IN OUR SOCIETY, (4) MARRIAGE AS A WAY OF LIFE, AND (5) PREPARATION FOR PARENTHOOD. THIS COURSE IS OFFERED AS AN ELECTIVE AND INVOLVES FIRST-HAND EXPERIENCES WITH 4-YEAR OLD CHILDREN. (JS)|

VT 013 528
CURRICULUM GUIDE FOR BUSINESS ORGANIZATION AND MANAGEMENT.

CHICAGO BOARD OF EDUCATION, ILL.
MF AVAILABLE IN VT-ERIC SET.
BOARD OF EDUCATION OF THE CITY OF CHICAGO, DEPARTMENT OF CURRICULUM, 228 NORTH LASALLE STREET, CHICAGO, ILLINOIS 60601 ($4.50).
PUB DATE - 68 237P.

DESCRIPTORS - *BUSINESS EDUCATION; *BUSINESS ADMINISTRATION; *TEACHING GUIDES; *COURSE CONTENT; *INSTRUCTIONAL MATERIALS; MARKETING; COURSE ORGANIZATION; RESOURCE MATERIALS; CONCEPT TEACHING

ABSTRACT - DEVELOPED BY A CURRICULUM COMMITTEE, THIS COURSE OF STUDY IS INTENDED TO SERVE AS A FUNCTIONAL GUIDE TO ENABLE TEACHERS TO BETTER DEVELOP WITHIN STUDENTS UNDERSTANDINGS AND APPRECIATIONS OF MODERN BUSINESS AND MANAGEMENT. ARRANGED IN OUTLINE FORM, THE TEN SECTIONS OF THE COURSE OF STUDY INCLUDE UNITS ON THE: (1) LEGAL FORMS OF OWNERSHIP, (2) INTERNAL STRUCTURE OF BUSINESS ORGANIZATION, (3) FINANCES: THE SOURCES AND USES OF MONEY, (4) MARKETING, (5) AUXILIARY SERVICES, AND (6) BUSINESS, GOVERNMENT, LABOR, AND THE PUBLIC. ALSO INCLUDED ARE A SUGGESTED TIME SCHEDULE, PUBLIC RELATIONS ACTIVITIES, A BIBLIOGRAPHY, AND NUMEROUS ILLUSTRATIONS. (JS)|

VT 013 538
OPHEIM, EARL L., AND OTHERS
COURSE OF STUDY FOR EDUCATION AND VOCATIONAL PLANNING.

MASON CITY COMMUNITY SCHOOLS, IOWA. DEPT. OF CURRICULUM.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 67 53P.

DESCRIPTORS - *VOCATIONAL EDUCATION; *OCCUPATIONAL GUIDANCE; *TEACHING GUIDES; OCCUPATIONAL INFORMATION; JUNIOR HIGH SCHOOLS; GUIDANCE FUNCTIONS; *OCCUPATIONAL TESTS; RESOURCE MATERIALS; MEASUREMENT INSTRUMENTS; BIBLIOGRAPHIES
IDENTIFIERS - OCCUPATIONAL EXPLORATIONS

ABSTRACT - DEVELOPED BY JUNIOR HIGH SCHOOL COUNSELORS, THIS COURSE OF STUDY FOR EDUCATIONAL AND VOCATIONAL PLANNING IS FOR TEACHER OR COUNSELOR USE IN HELPING A STUDENT REALIZE THE POSSIBILITIES OPEN TO HIM FOR A VOCATION. GENERAL OBJECTIVES INCLUDE HELPING THE STUDENT TO APPRAISE HIMSELF, TO EXPLORE OCCUPATIONAL GROUPS, TO ASCERTAIN THE COMPATIBILITY OF HIS PERSONAL QUALITIES WITH THE DEMANDS OF PARTICULAR OCCUPATIONS, AND TO DEVELOP AN APPRECIATION FOR THE DIGNITY OF WORK AND THE CONTRIBUTIONS MADE TO SOCIETY BY ALL WORKERS. UNITS INCLUDE: (1) SELF-APPRAISAL, (2) OCCUPATIONAL TRENDS, (3) OCCUPATIONAL EXPLORATION, AND (4) EDUCATIONAL PLANNING. EACH UNIT CONTAINS SPECIFIC OBJECTIVES, AN INITIATION OF THE UNIT, A LIST OF RESOURCE MATERIALS, SUGGESTED ACTIVITIES, AND INSTRUMENTS TO BE USED FOR INVENTORY PURPOSES. HEAVY RELIANCE IS PLACED ON COMMERCIALLY PREPARED INVENTORY INSTRUMENTS. (GEB)|

VT 013 545
ADVANCED HOMEMAKING B8-A8, AN INSTRUCTIONAL GUIDE.

LOS ANGELES CITY SCHOOLS, CALIF. DIV. OF INSTRUCTIONAL PLANNING AND SERVICES.
MF AVAILABLE IN VT-ERIC SET.
PUB-X-72
PUB DATE - 67 44P.

DESCRIPTORS - *HOMEMAKING EDUCATION; *TEACHING GUIDES; *JUNIOR HIGH SCHOOLS; LEARNING ACTIVITIES; INDIVIDUAL DEVELOPMENT; FAMILY RELATIONSHIP; CURRICULUM PLANNING; TEENAGERS

ABSTRACT - DEVELOPED BY A CURRICULUM CONSTRUCTION COMMITTEE, THIS GUIDE IS FOR TEACHER USE IN PLANNING AN 18-WEEK ADVANCED HOMEMAKING COURSE EMPHASIZING PERSONAL DEVELOPMENT AND FAMILY RELATIONS AT THE JUNIOR HIGH SCHOOL LEVEL. ANTICIPATED OUTCOMES, CONTENT SUGGESTIONS, LEARNING ACTIVITIES, GENERALIZATIONS, AND

RESOURCES ARE PROVIDED FOR THESE MAJOR TOPICS: (1) SATISFACTIONS AND CHALLENGES OF TEEN YEARS, (2) SOCIAL SKILLS IN TEEN FRIENDSHIPS, (3) RELATIONSHIPS WITH YOUNGER CHILDREN, AND (4) HELPFULNESS IN TIME OF ILLNESS. (SB)|

VT 013 553
INTRODUCTION TO NURSING FOR HIGH SCHOOLS.

NEW YORK CITY BOARD OF EDUCATION, BROOKLYN, N.Y. BUREAU OF CURRICULUM DEVELOPMENT.
MF AVAILABLE IN VT-ERIC SET.
BOARD OF EDUCATION OF THE CITY OF NEW YORK, PUBLICATIONS SALES OFFICE, 110 LIVINGSTON STREET, BROOKLYN, NEW YORK 11021 ($3.50, CHECKS SHOULD BE MADE PAYABLE TO AUDITOR, BOARD OF EDUCATION).
PUB DATE - 71 84P.

DESCRIPTORS - *HEALTH OCCUPATIONS EDUCATION; *TEACHING GUIDES; *NURSING; *HEALTH EDUCATION; *FAMILY HEALTH; HIGH SCHOOLS; COMMUNITY HEALTH; HIGH SCHOOL STUDENTS; BIBLIOGRAPHIC CITATIONS; INSTRUCTIONAL MATERIALS; AUDIOVISUAL AIDS

ABSTRACT - THIS DOCUMENT IS INTENDED TO BE USED AS A GUIDE FOR TEACHING HIGH SCHOOL STUDENTS WHO ARE SEEKING ADVANCED PREPARATION FOR HEALTH CAREERS IN ORDER TO MEET EXPANDING COMMUNITY NEEDS. THE COURSE OF STUDY PROVIDES LEARNING EXPERIENCES FOR DEVELOPING A POSITIVE HEALTH PROGRAM FOR STUDENTS, THEIR FAMILIES, AND COMMUNITIES. OPPORTUNITIES ARE PRESENTED FOR THE MASTERY OF SIMPLE NURSING TECHNIQUES VALUABLE IN THE HOME CARE OF THE SICK. THE TOPICS ARE PRESENTED BY SUBJECT CONTENT AND SUGGESTED ACTIVITIES AND PROCEDURES FOR THE TEACHER AND THE STUDENT ARE INCLUDED. A BIBLIOGRAPHY IS APPENDED. (GB)|

VT 013 580
CAREER ORIENTATION; "MINI" UNIT.

WYOMING STATE DEPT. OF EDUCATION, CHEYENNE. INSTRUCTIONAL SERVICES SECTION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 16P.

DESCRIPTORS - *CAREER PLANNING; *OCCUPATIONAL INFORMATION; *RESOURCE MATERIALS; *UNIT PLAN; *LESSON PLANS; INSTRUCTIONAL MATERIALS; OCCUPATIONAL GUIDANCE; VOCATIONAL EDUCATION
IDENTIFIERS - CAREER ORIENTATION

ABSTRACT - THE PURPOSE OF THIS "MINI" FOUR WEEK UNIT IS TO HELP THE JUNIOR HIGH SCHOOL STUDENT TO DEVELOP: (1) AN ACQUAINTANCE WITH THE READER-PRINTER AND WYOMING OCCUPATIONAL RESOURCE KIT (WORK) DECK, (2) POSITIVE ATTITUDES TOWARDS WORK AND SOCIETY AND REASONS FOR WORKING, AND (3) THE ABILITY TO EXPLORE OCCUPATIONAL INTERESTS AND APTITUTES. ARRANGED IN OUTLINE FORMAT, THE SAMPLE LESSON PLAN INCLUDES PROCEDURES, STUDENT ACTIVITIES, AND ESTIMATED TIME. ALSO INCLUDED IN THIS COLOR-CODED DOCUMENT ARE SEVERAL TYPES OF RESOURCE MATERIALS. (JS)|

VT 013 592
HOME ECONOMICS EDUCATION; CURRICULUM GUIDE GRADES 7-12.

FAIRFAX COUNTY SCHOOLS, VA. DEPT. OF INSTRUCTION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 65 310P.

DESCRIPTORS - *HOMEMAKING EDUCATION; *CURRICULUM GUIDES; COURSE CONTENT; COURSE DESCRIPTIONS; CURRICULUM PLANNING; JUNIOR HIGH SCHOOLS; SENIOR HIGH SCHOOLS; LEARNING ACTIVITIES

ABSTRACT - DEVELOPED BY A HOME ECONOMICS SUPERVISOR AND TEACHER, AND CLASSROOM TESTED, THIS CURRICULUM GUIDE IS FOR TEACHER USE IN PLANNING A HOMEMAKING PROGRAM FOR GRADES 7-12. INCLUDED IN THE GUIDE ARE GUIDELINES FOR ITS USE, GENERAL AND SPECIFIC OBJECTIVES, COURSE DESCRIPTIONS, SCOPE AND SEQUENCE CHART, SUGGESTIONS FOR QUALITY TEACHING AND PHYSICAL ARRANGEMENT OF THE HOME ECONOMICS

DEPARTMENT, AND COURSES OF STUDY FOR 7TH AND 8TH GRADE HOMEMAKING, HOME ECONOMICS I, II, III, AND IV, AND SENIOR HOMEMAKING. THE UNITS FOR EACH GRADE LEVEL PROVIDE GOALS, LEARNINGS, ACTIVITIES, STUDENT OUTCOMES, AND RESOURCE MATERIALS. (SB)|

VT 013 601
HOME ECONOMICS LEARNING PACKAGES (HELPS): HOUSING AND INTERIOR DECORATING.

AMERICAN HOME ECONOMICS ASSOCIATION, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
AMERICAN HOME ECONOMICS ASSOCIATION, 2010 MASSACHUSETTS AVENUE, N.W., WASHINGTON, D.C. 20036 (INDIVIDUAL PACKAGE $2.00, STUDENT SECTIONS-10 FOR $3.00. AHEA MEMBER DISCOUNT IS 10%. MAKE CHECKS PAYABLE TO AMERICAN HOME ECONOMICS ASSOCIATION).
PUB DATE - 70 82P.

DESCRIPTORS - *HOMEMAKING EDUCATION; *HOUSING; *INTERIOR DESIGN; *RESOURCE MATERIALS; *INDIVIDUALIZED INSTRUCTION; SECONDARY EDUCATION; POST SECONDARY EDUCATION; LEARNING ACTIVITIES; EDUCATIONAL OBJECTIVES; EVALUATION TECHNIQUES
IDENTIFIERS - *HOME ECONOMICS LEARNING PACKAGES; HELPS

ABSTRACT - DEVELOPED BY HOME ECONOMICS TEACHERS FOR SECONDARY AND/OR POSTSECONDARY LEVELS, THIS DOCUMENT CONTAINS FOUR LEARNING PACKAGES IN THE AREA OF HOUSING AND INTERIOR DECORATION. TITLES OF THE INDIVIDUAL PACKAGES ARE: (1) DOLLARS FOR HOUSING (1008), WHICH FOCUSES ON FACTORS TO CONSIDER PRIOR TO HOME MORTGAGE CONTRACTING, (2) FLOWERS WITH A FLAIR (1009), WHICH FOCUSES ON FLOWER ARRANGING, (3) HOUSES TO BUY OR NOT TO BUY (1010), WHICH FOCUSES ON FACTORS TO CONSIDER WHEN BUYING A HOME, AND (4) NEW LEASE FOR LIVING (1014), WHICH FOCUSES ON RENTING AN APARTMENT. INCLUDED IN EACH PACKAGE IS A TEACHER SECTION CONTAINING TEACHING AND EVALUATION SUGGESTIONS AND A STUDENT SECTION CONTAINING OBJECTIVES, PRETEST, AND LEARNING ACTIVITIES ACCOMPANIED BY SELF-TESTS. EACH PACKAGE SHOULD BE ORDERED BY TITLE AND NUMBER FROM THE ADDRESS LISTED IN THE AVAILABILITY STATEMENT. (SB)|

VT 013 602
HOME ECONOMICS LEARNING PACKAGES (HELPS): CONSUMER EDUCATION.

AMERICAN HOME ECONOMICS ASSOCIATION, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
AMERICAN HOME ECONOMICS ASSOCIATION, 2010 MASSACHUSETTS AVENUE, N.W., WASHINGTON, D.C. 20036 (INDIVIDUAL PACKAGE $2.00, STUDENT SECTIONS-10 FOR $3.00. AHEA MEMBER DISCOUNT IS 10%. MAKE CHECKS PAYABLE TO AMERICAN HOME ECONOMICS ASSOCIATION).
PUB DATE - 70 289P.

DESCRIPTORS - *HOMEMAKING EDUCATION; *CONSUMER EDUCATION; *RESOURCE MATERIALS; *INDIVIDUALIZED INSTRUCTION; SECONDARY GRADES; INTERMEDIATE GRADES; POST SECONDARY EDUCATION; LEARNING ACTIVITIES; EDUCATIONAL OBJECTIVES; EVALUATION TECHNIQUES
IDENTIFIERS - *HOME ECONOMICS LEARNING PACKAGES; HELPS

ABSTRACT - DEVELOPED BY HOME ECONOMICS TEACHERS FOR INTERMEDIATE, SECONDARY, AND/OR POSTSECONDARY LEVELS, THIS DOCUMENT CONTAINS 13 LEARNING PACKAGES IN THE AREA OF CONSUMER EDUCATION. TITLES OF INDIVIDUAL PACKAGES ARE: (1) ADVERTISING APPEAL (1001), ON THE INFLUENCE OF ADVERTISING, (2) APPLES TO ZUCCHINI (1002), ON BUYING FRUITS AND VEGETABLES, (3) BARGAIN HUNTERS (1003), CONCERNING TECHNIQUES USED BY MERCHANTS TO INFLUENCE BUYING PRACTICES, (4) BE SURE: INSURE YOUR HEALTH (1004), (5) CHECKING ACCOUNT: A SERVANT TO YOU (1006), (6) CLOTHING EXPRESSES YOU (1007), ON THE INFLUENCE OF ATTITUDES AND VALUES ON CLOTHING SELECTION, (7) MEAL STEALS (1012), ON PLANNING, PURCHASING AND PREPARING FOOD, (8) MONEY MIGHT

(1013), CONCERNING THE SPENDING PLAN AS A MONEY MANAGEMENT STRATEGY, (9) ON BEING A CHOOSY CUSTOMER (1015), RELATING TO FOOD MARKETING AND PRICING PRACTICES, (10) THE CONSUMER IS KING (1016), ON CONSUMER RIGHTS AND RESPONSIBILITIES, (11) THE FACTS OF LIFE INSURANCE (1017), (12) THIS LITTLE PIGGY WENT TO MARKET (1019), ON TYPES OF STORES AND THEIR SERVICES, AND (13) YOU CAN BANK ON IT (1020). INCLUDED IN EACH PACKAGE IS A TEACHER SECTION CONTAINING TEACHING AND EVALUATION SUGGESTIONS AND A STUDENT SECTION CONTAINING OBJECTIVES, PRETEST, AND LEARNING ACTIVITIES ACCOMPANIED BY SELF-TESTS. EACH PACKAGE SHOULD BE ORDER BY TITLE AND NUMBER FROM THE ADDRESS LISTED IN THE AVAILABILITY STATEMENT. (SB)|

VT 013 603
HOME ECONOMICS LEARNING PACKAGES (HELPS): CHILD DEVELOPMENT AND FAMILY RELATIONS.

AMERICAN HOME ECONOMICS ASSOCIATION, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
AMERICAN HOME ECONOMICS ASSOCIATION, 2010 MASSACHUSETTS AVENUE, N.W., WASHINGTON, D.C. 20036 (INDIVIDUAL PACKAGE $2.00, STUDENT SECTIONS-10 FOR $3.00. AHEA MEMBER DISCOUNT 10%. MAKE CHECKS PAYABLE TO AMERICAN HOME ECONOMICS ASSOCIATION).
PUB DATE - 70 35P.

DESCRIPTORS - *HOMEMAKING EDUCATION; *CHILD DEVELOPMENT; *FAMILY RELATIONSHIP; *RESOURCE MATERIALS; *INDIVIDUALIZED INSTRUCTION; SECONDARY GRADES; INTERMEDIATE GRADES; LEARNING ACTIVITIES; EDUCATIONAL OBJECTIVES; EVALUATION TECHNIQUES
IDENTIFIERS - *HOME ECONOMICS LEARNING PACKAGES; HELPS

ABSTRACT - DEVELOPED BY HOME ECONOMICS TEACHERS FOR INTERMEDIATE AND SECONDARY LEVELS, THIS DOCUMENT CONTAINS LEARNING PACKAGES IN THE AREA OF CHILD DEVELOPMENT AND FAMILY RELATIONS. TITLES OF THE INDIVIDUAL PACKAGES ARE: (1) LEARNING TO GET ALONG WITH OTHERS (1011), WHICH FOCUSES ON THE SOCIALIZATION PROCESS OF THE YOUNG CHILD, AND (2) THE FAMILY LIFE CYCLE (1018), WHICH FOCUSES ON HUMAN DEVELOPMENT AND THE FAMILY. INCLUDED IN EACH PACKAGE IS A TEACHER SECTION CONTAINING TEACHING AND EVALUATION SUGGESTIONS AND A STUDENT SECTION CONTAINING OBJECTIVES, PRETEST, AND LEARNING ACTIVITIES ACCOMPANIED BY SELF-TESTS. EACH PACKAGE SHOULD BE ORDERED BY TITLE AND NUMBER FROM ADDRESS LISTED IN THE AVAILABILITY STATEMENT. (SB)|

VT 013 615
APPLEGATE, RONALD, AND OTHERS
COORDINATION TECHNIQUES FOR COOPERATIVE TRAINING IN DISTRIBUTIVE EDUCATION.

DELAWARE STATE COLL., DOVER.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 28P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *MANUALS; *PROGRAM COORDINATION; *COOPERATIVE EDUCATION; *INSTRUCTOR COORDINATORS; GUIDELINES; VOCATIONAL FOLLOWUP; PROGRAM EVALUATION; TEACHER ROLE

ABSTRACT - PREPARED BY DISTRIBUTIVE EDUCATION INTERNS, THIS HANDBOOK WAS DEVELOPED TO AID THE STUDENT, EMPLOYER, AND COORDINATOR IN COOPERATIVE EDUCATION PROGRAMS. IN ORDER TO OBTAIN OPTIMUM BENEFITS FROM A COOPERATIVE WORK PROGRAM, AN ORDERLY AND SEQUENTIAL FORMAT HAS BEEN LAID OUT IN THIS HANDBOOK TO AID THE COORDINATOR, ALONG WITH EXAMPLE FORMS TO INITIATE PROGRAMS AND DOCUMENT THE PROGRESS OF INDIVIDUAL STUDENTS. MAJOR SECTIONS OF THE HANDBOOK INCLUDE: (1) INTRODUCTION, (2) INITIATING PLACEMENT WITH PARENT, EMPLOYER, AND STUDENT, (3) WORK STATION COORDINATION OF ADVISORY COMMITTEE, VISITATIONS, SPONSOR AND STUDENT DUTIES, AND (4) PROGRAM FOLLOW-UP AND EVALUATION. (AUTHOR/JS)|

VT 013 620
FAMILY LIFE EDUCATION.

BETHEL SCHOOL DISTRICT NUMBER 52, EUGENE, OREG.
MF AVAILABLE IN VT-ERIC SET.
BETHEL SCHOOL DISTRICT NUMBER 52, 4640 BARGER AVENUE, EUGENE, OREGON 97402 ($3.00 PLUS 14 POSTAGE).
PUB DATE - 67 74P.1967 REVISION.

DESCRIPTORS - *ELEMENTARY EDUCATION; *SECONDARY EDUCATION; *FAMILY LIFE EDUCATION; *CURRICULUM GUIDES; *VOCABULARY DEVELOPMENT; VOCATIONAL EDUCATION; INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; BIBLIOGRAPHIES

ABSTRACT - THIS CURRICULUM GUIDE WAS DEVELOPED THROUGH THE COOPERATION OF LAY PEOPLE AND EDUCATORS FOR INSTRUCTORS TEACHING A FAMILY LIFE EDUCATION PROGRAM. SPECIFIC OBJECTIVES OF THE PROGRAM ARE TO PROVIDE PUPILS WITH ADEQUATE KNOWLEDGE OF THEIR OWN PHYSICAL MATURITY AND PHYSIOLOGICAL DEVELOPMENT, TO DEVELOP WHOLESOME, OBJECTIVE ATTITUDES TOWARD SEX, AND TO BUILD AN UNDERSTANDING OF THE REASONS FOR MORAL VALUES. THE SECTIONS DEVELOPED INCLUDE MATERIALS FOR THE PRIMARY PROGRAM ON THE ELEMENTARY LEVEL, THE INTERMEDIATE PROGRAM ON THE ELEMENTARY LEVEL, THE JUNIOR HIGH SCHOOL, AND THE HIGH SCHOOL PROGRAM. TYPICAL OUTLINES INCLUDE INTRODUCTION, OBJECTIVES, CONTENT, ACTIVITIES, AND SUGGESTED RESOURCE MATERIAL. VOCABULARY WORDS ARE INCLUDED IN EACH SECTION. (GEB)|

VT 013 628
WYOMING OCCUPATIONAL RESOURCE KIT (WORK), INDEX '70.

WYOMING STATE DEPT. OF EDUCATION, CHEYENNE. INSTRUCTIONAL SERVICES SECTION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 46P.

DESCRIPTORS - *CAREER PLANNING; *OCCUPATIONAL GUIDANCE; *INDEXES (LOCATERS); *MICROFILM; *NONCOLLEGE PREPARATORY STUDENTS; VOCATIONAL EDUCATION; OCCUPATIONAL INFORMATION; CAREER OPPORTUNITIES; RESOURCE MATERIALS

ABSTRACT - DESIGNED TO ASSIST SCHOOL PERSONNEL IN INFORMING YOUNG PEOPLE ABOUT CAREERS, THIS INDEX IS A GUIDE TO OCCUPATIONAL INFORMATION FOUND IN AN EASY-TO-READ AND UP-TO-DATE MICROFILM COLLECTION. AIMED AT THE STUDENT WHO IS NOT COLLEGE BOUND, THIS KIT PLACES IN JUNIOR HIGH SCHOOLS, SENIOR HIGH SCHOOLS, AND COMMUNITY COLLEGES AN EASILY AVAILABLE SET OF REFERENCE MATERIALS RELATED TO SPECIFIC OCCUPATIONS. THESE MATERIALS ARE CARRIED ON MICROFILM WYOMING OCCUPATIONAL RESOURCE KIT (WORK) CARDS WHICH THE STUDENT CAN READ WITH THE AID OF A VARIETY OF VIEWING DEVICES. PRINT-OUTS ARE ALSO AVAILABLE WITH THIS KIT. (JS)|

VT 013 647
HILL, MARY LAMB;MCFARLAND, HELEN KARR
HOME MANAGEMENT FOR LOW-INCOME FAMILIES: NINTH AND TENTH GRADE LEVEL.

ILLINOIS STATE UNIV., NORMAL. ILLINOIS STATE BOARD OF VOCATIONAL EDUCATION AND REHABILITATION, SPRINGFIELD. VOCATIONAL AND TECHNICAL EDUCATION DIV.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - MAY71 58P.

DESCRIPTORS - *HOME ECONOMICS EDUCATION; *TEACHING GUIDES; *CLASS ACTIVITIES; *HOME MANAGEMENT; *LOW INCOME GROUPS; INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; SECONDARY EDUCATION; GRADE 9; GRADE 10

ABSTRACT - PREPARED BY AN ASSISTANT PROFESSOR OF HOME ECONOMICS AND A PROJECT DIRECTOR AT ILLINOIS STATE UNIVERSITY, THIS GUIDE IS INTENDED TO BE OF PRACTICAL USE TO HOME ECONOMICS TEACHERS, ESPECIALLY THOSE WHO HAVE LOW-INCOME STUDENTS IN THEIR CLASSES. PART I OF THE 4-PART BOOKLET IS ADDRESSED TO THE TEACHER, AND PROVIDES MATERIALS

SELECTED TO BETTER ACQUAINT THE TEACHER WITH THE CHARACTERISTICS, NEEDS, AND CHALLENGES OF THE STUDENT FROM THE LOW-INCOME FAMILY. SELECTED RESOURCES AND A BIBLIOGRAPHY ON UNDERSTANDING THE DISADVANTAGED ARE INCLUDED IN THIS SECTION. PARTS II, III, AND IV CONTAIN MANY SUGGESTIONS FOR CLASS ACTIVITIES, AND ARE CLASSIFIED ACCORDING TO CONTENT. PART II DEALS WITH THE BASIC DIMENSIONS OF MANAGEMENT--VALUES, GOALS, AND PROBLEM-SOLVING; PART III IS CENTERED ON THE BASIC RESOURCES—TIME, ENERGY, AND MONEY; AND PART IV PROVIDES ACTIVITIES RELATING TO THE APPLICATION OF MANAGEMENT PRINCIPLES FOR EFFECTIVE LIVING, INCLUDING THOSE WHICH ARE RESOURCE-CENTERED AND THOSE WHICH ARE PERSON-CENTERED. (AW)|

VT 013 677
BLANCHARD, ROBERT L.
GUIDE FOR TEACHING OCCUPATIONAL RESTAURANT OPERATIONS 1-2, 3-4. AN OCCUPATIONAL TRAINING COURSE.

SAN DIEGO CITY SCHOOLS, CALIF.
MF AVAILABLE IN VT-ERIC SET.
SAN DIEGO CITY SCHOOLS, CURRICULUM PRODUCTION OFFICE, ROOM 2002, EDUCATION CENTER, 4100 NORMAL STREET, SAN DIEGO, CALIFORNIA 92103 ($2.25).
PUB DATE - DEC69 147P.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *CURRICULUM GUIDES; *FOOD SERVICE OCCUPATIONS; *FOOD SERVICE WORKERS; SECONDARY GRADES; EMPLOYMENT INTERVIEWS; INSTRUCTIONAL AIDS; RESOURCE MATERIALS; FOOD SERVICE

ABSTRACT - DEVELOPED UNDER THE GUIDANCE OF A RESTAURANT OPERATIONS ADVISORY COMMITTEE, THIS CURRICULUM GUIDE IS FOR USE BY INSTRUCTORS IN THE CITY SCHOOLS FOR TEACHING RESTAURANT OPERATION IN GRADES 11 AND 12. THE CONTENT OF THIS COURSE DEALS WITH ORIENTATION TO AND LEARNING OF BASIC RESTAURANT OPERATIONS PROCEDURES, AND IS DIVIDED INTO SIX BASIC PARTS: (1) ORIENTATION, (2) ESSENTIALS OF GOOD TABLE SERVICE, (3) BASIC KNOWLEDGE RELATED TO FOOD PREPARATION, (4) BASIC PRINCIPLES AND PREPARATION OF QUANTITY FOOD, (5) BASIC SKILLS RELATED TO FOOD PREPARATION, AND (6) PREPARATION FOR EMPLOYMENT. SUGGESTED RESOURCE MATERIALS, A BIBLIOGRAPHY OF BOOKS, PERIODICALS AND PAMPHLETS, AND A LIST OF INSTRUCTIONAL AIDS ARE APPENDED. (GEB)|

VT 013 678
GUIDE FOR TEACHING CUSTODIAN HELPER AND OCCUPATIONAL HOUSEKEEPER SKILLS 1-2.

SAN DIEGO CITY SCHOOLS, CALIF.
MF AVAILABLE IN VT-ERIC SET.
SAN DIEGO CITY SCHOOLS, CURRICULUM PRODUCTION OFFICER, ROOM 2002, EDUCATION CENTER, 4100 NORMAL STREET, SAN DIEGO, CALIFORNIA 92103 ($8.00).
PUB DATE - 70 533P.

DESCRIPTORS - *INSTRUCTIONAL MATERIALS; *TEACHING GUIDES; *SPECIAL EDUCATION; *CUSTODIAN TRAINING; *COURSE CONTENT; SECONDARY EDUCATION; COURSE OBJECTIVES; TRANSPARENCIES; DISADVANTAGED YOUTH; TEACHING TECHNIQUES; RESOURCE MATERIALS

ABSTRACT - THIS GUIDE FOR TEACHING CUSTODIAL/HOUSEKEEPING SKILLS TO ACADEMICALLY LIMITED SENIOR HIGH PUPILS WAS DEVELOPED IN ORDER TO PREPARE THESE YOUNG PEOPLE FOR EMPLOYMENT IN A CAREER-TYPE OCCUPATION UPON THEIR GRADUATION FROM HIGH SCHOOL. INCLUDED IN THIS LOOSE-LEAF COLOR-CODED TEACHING GUIDE ARE: (1) OBJECTIVES, (2) A COURSE DESCRIPTION, (3) A COURSE OUTLINE, (4) UNIT I--PROSPECTIVE EMPLOYEE, (5) UNIT II—SCHOOL MAINTENANCE SKILLS, AND (6) UNIT III—HOUSEKEEPING SKILLS IN THE HOSPITAL. ALSO INCLUDED ARE INFORMATION SHEETS ON JOBS SUCH AS MOP-SWEEPING UNDER FIXED DESKS. (AUTHOR/JS)|

VT 013 751
HOGARD, R.W.
A GUIDE TO HELP THE STUDENT STUDY.

BLACKHAWK TECH, JANESVILLE, WIS.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 2APR71 11P.

DESCRIPTORS - *VOCATIONAL EDUCATION; TECHNICAL EDUCATION; *STUDY GUIDES; RESOURCE MATERIALS; *STUDY HABITS; *STUDY SKILLS; STUDENT NEEDS; *READING SKILLS; TESTING

ABSTRACT - INCLUDED IN THIS HANDBOOK ARE SUGGESTIONS FOR IMPROVING THE STUDY HABITS OF VOCATIONAL AND TECHNICAL STUDENTS. ARRANGED IN OUTLINE FORMAT, THE HANDBOOK INCLUDES SECTIONS ON: (1) PLANNING YOUR WORK, (2) IMPROVING YOUR READING ABILITY, (3) MASTERING THE TEXTBOOK ASSIGNMENT - THE P-Q-R-S-T METHOD, (4) IMPROVING YOUR MEMORY, (5) INCREASING YOUR ABILITY TO CONCENTRATE, (6) PREPARING FOR AND TAKING EXAMINATIONS, (7) TAKING LECTURE NOTES, (8) REDUCING READING AND STUDY HANDICAPS, AND (9) APPLY WHAT YOU LEARN. TEACHERS IN ALL SERVICE AREAS MAY WANT TO ADOPT THIS GUIDE FOR THEIR STUDENTS. (JS)|

VT 013 753
HOGARD, R.W.
HOW TO GET A JOB. PART 2: THE PERSONAL DATA SHEET.

BLACKHAWK TECH, JANESVILLE, WIS.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 15MAR71 29P.

DESCRIPTORS - VOCATIONAL EDUCATION; *INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; *JOB APPLICATION; *DATA SHEETS; LETTERS (CORRESPONDENCE); *OCCUPATIONAL GUIDANCE; TEACHER GUIDANCE; *TEACHING GUIDES

ABSTRACT - DEVELOPED TO TEACH STUDENTS THE PROCEDURES OF FINDING EMPLOYMENT, THIS GUIDE STRESSES THE IMPORTANCE AND USE OF THE LETTER OF APPLICATION, THE PERSONAL DATA SHEET, AND THE APPLICATION FORM. SPECIFIC TOPICS INCLUDE: (1) HOW TO FIND OUT ABOUT JOBS, (2) HOW TO DEVELOP YOUR LETTER, AND (3) HOW TO PICK AN EMPLOYER YOU WANT TO WORK FOR. ALSO INCLUDED ARE SAMPLE FORMS OF LETTERS OF APPLICATION, DATA SHEETS, AND EMPLOYMENT APPLICATIONS. (JS)|

VT 013 760
MANAGEMENT AND GROUP PERFORMANCE: A GUIDE FOR THE USE OF INSTRUCTORS WHO CONDUCT TRAINING FOR MANAGERS AT THE OPERATING LEVEL.

CIVIL SERVICE COMMISSION, WASHINGTON, D.C. BUREAU OF TRAINING.
MF AVAILABLE IN VT-ERIC SET.
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402 ($3.00;CS 1.7/4:M 31/2/971)
PUB DATE - 71 450P.1971 REVISION

DESCRIPTORS - *JOB TRAINING; *TEACHING GUIDES; *MANAGEMENT EDUCATION; *INSTRUCTIONAL MATERIALS; VOCATIONAL EDUCATION; CURRICULUM GUIDES; TRAINING TECHNIQUES; REFERENCE MATERIALS; GROUP DISCUSSION

ABSTRACT - PREPARED BY THE CIVIL SERVICE COMMISSION, THIS TEACHING GUIDE IS FOR INSTRUCTORS OF "MANAGEMENT AND GROUP PERFORMANCE," A TRAINING COURSE FOR MANAGERS AT THE OPERATING LEVEL. IT INCLUDES AN OUTLINE OF THE COURSE, INDICATES THE STEPS TO BE TAKEN TO GET AND MAINTAIN DISCUSSIONS, AND PRESENTS READINGS AND HANDOUTS WHICH ARE USED TO SUPPLEMENT THE DISCUSSIONS AND READINGS FROM THE TEXT, "MANAGERIAL BEHAVIOR" BY LEONARD SAYLES. THE MATERIAL COVERS NINE SESSIONS, AND A MINIMUM TIME IS RECOMMENDED FOR EACH SESSION VARYING FROM 1 HOUR TO 12 HOURS PER SESSION. TOPICS FOR THE NINE SESSIONS ARE: (1) INTRODUCTION: WHAT A MANAGER DOES, (2) HOW THE MANAGER DOES HIS JOB, (3) WHY A MANAGER WORKS AS HE DOES, (4) MONITORING, (5) COMMUNICATIONS, (6) NEGOTIATION, (7) MODEL OF A MANAGER AT THE OPERATING LEVEL, (8) CONFLICT, AND (9) SUMMARY AND CONCLUSIONS. (GEB)|

VT 013 771 ED 055 171
OPPENHEIM, IRENE
SELECTED AUDIO-VISUAL MATERIALS FOR CONSUMER EDUCATION.

NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. CENTER FOR CONSUMER EDUCATION SERVICES.;EDISON TOWNSHIP BOARD OF EDUCATION, N.J. OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
EDRS PRICE MF-$0.65 HC-$3.29
MONOG-2
PUB DATE - 71 27P.

DESCRIPTORS - *CONSUMER EDUCATION; *AUDIOVISUAL AIDS; EDUCATIONAL RESOURCES; *ANNOTATED BIBLIOGRAPHIES; INSTRUCTIONAL MATERIALS; PROGRAM PLANNING

ABSTRACT - THIS MONOGRAPH PROVIDES AN ANNOTATED LISTING OF SUGGESTED AUDIOVISUAL MATERIALS WHICH TEACHERS SHOULD CONSIDER AS THEY PLAN CONSUMER EDUCATION PROGRAMS. THE MATERIALS ARE DIVIDED INTO A GENERAL SECTION ON CONSUMER EDUCATION AND A SECTION ON SPECIFIC TOPICS, SUCH AS CREDIT, DECISION MAKING, HEALTH, INSURANCE, MONEY MANAGEMENT, AND OTHERS. THE ANNOTATIONS PROVIDE A SHORT DESCRIPTION, APPROPRIATE AUDIENCE, PRICE, AND SOURCE OF AVAILABILITY. A RELATED DOCUMENT IS AVAILABLE IN ARM, VOL. 5, NO. 2 AS VT 013 772. (SB)

VT 013 820 ED 055 189
LANKES, GEORGE A.
A DIRECTORY OF SELECTIVE CORRECTIONS FILMS.

ERIE COMMUNITY COLL., BUFFALO, N.Y. DEPT. OF POLICE SCIENCE.
EDRS PRICE MF-$.65 HC-$3.29.
PUB DATE - 71 63P.

DESCRIPTORS - *VOCATIONAL EDUCATION; *DIRECTORIES; FILMS; *INSTRUCTIONAL FILMS; RESOURCE MATERIALS; *CORRECTIONAL EDUCATION; *CRIME; INSTRUCTIONAL MATERIALS; CURRICULUM ENRICHMENT; DELINQUENCY

ABSTRACT - THIS DIRECTORY OF SELECTIVE FILM TITLES HAS BEEN PREPARED TO SERVE AS A READY INDEX TO MANY OF THE FILMS OF POTENTIAL VALUE FOR THE ENRICHMENT OF A CORRECTIONS CURRICULUM. RECOGNIZING THAT THE LIST IS NOT COMPLETE, THE DIRECTORY HAS BEEN ASSEMBLED IN A MANNER WHICH ALLOWS FOR ADDING TITLES BY ALPHABETIC SEQUENCE ON THE BLANK SIDES OF THE PAGES. INFORMATION PROVIDED FOR EACH FILM INCLUDES: (1) NAME OF THE FILM, (2) FILM SIZE, (3) VIEWING TIME IN MINUTES, (4) NAME AND ADDRESS OF THE PRODUCER, (5) NAME AND ADDRESS OF THE DISTRIBUTOR, AND (6) DESCRIPTIVE DETAILS ON THE FILM CONTENT. THE MORE THAN 100 TITLES TREAT SUCH TOPICS AS: (1) CHILDREN IN TROUBLE, (2) CONTROL OF INMATES, (3) CRIME UNDER 21, (4) THE DEATH PENALTY, (5) JAIL PROCEDURES, AND (6) PENOLOGY RESEARCH. (AUTHOR/JS)

VT 013 824
CURRICULUM GUIDE FOR THE HOME ECONOMICS FOR JUNIOR HIGH, GRADES 6-7-8.

JOLIET PUBLIC SCHOOLS, ILL. SCHOOL DISTRICT 86.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 231P.

DESCRIPTORS - *CURRICULUM GUIDES; *HOMEMAKING EDUCATION; *JUNIOR HIGH SCHOOLS; MIDDLE SCHOOLS; EDUCATIONAL OBJECTIVES; LEARNING ACTIVITIES

ABSTRACT - THIS CURRICULUM GUIDE WAS DEVELOPED BY A COMMITTEE OF JUNIOR HIGH AND ELEMENTARY PRINCIPALS AND TEACHERS TO MEET THE REORGANIZATION OF THE JUNIOR HIGH SCHOOL GRADE STRUCTURE TO INCLUDE THE 6TH GRADE. HOMEMAKING EXPERIENCES ARE PROVIDED FOR GRADE 6-8 IN THE AREAS OF FOODS AND NUTRITION, CLOTHING AND TEXTILES, MANAGEMENT AND CONSUMER EDUCATION, FAMILY DYNAMICS, AND PREPARATION FOR CAREERS. EACH UNIT CONTAINS GENERALIZATIONS, OBJECTIVES, CONTENT, LEARNING ACTIVITIES, RESOURCES, AND EVALUATION CRITERIA. (SB)|

VT 013 828

OLMSTEAD, CHERYL
INTRODUCTION TO THE HOME ECONOMICS LEARNING PACKAGE.

PENNSYLVANIA STATE UNIV., UNIVERSITY PARK. DEPT. OF HOME ECONOMICS EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
MIS001-1969
HELPS, THE PENNSYLVANIA STATE UNIVERSITY, DEPT. OF HOME ECONOMICS EDUCATION, 212 RACKLEY BUILDING, UNIVERSITY PARK, PA 16802 ($2.60)
PUB DATE - DEC69 52P.

DESCRIPTORS - *HOME ECONOMICS EDUCATION; *RESOURCE MATERIALS; *INDIVIDUALIZED INSTRUCTION; LEARNING ACTIVITIES; PROGRAMED MATERIALS; SECONDARY GRADES; EDUCATIONAL OBJECTIVES; EVALUATION TECHNIQUES
IDENTIFIERS - *HOME ECONOMICS LEARNING PACKAGES; HELPS

ABSTRACT - DEVELOPED BY A HOME ECONOMICS TEACHER FOR USE AT THE SECONDARY LEVEL, THIS HOME ECONOMICS LEARNING PACKAGE (HELP) IS DESIGNED TO ENABLE STUDENTS TO MORE EFFECTIVELY USE HELPS IN LEARNING. THE TEACHER'S SECTION CONTAINS INSTRUCTIONAL OBJECTIVES AND INSTRUCTIONS FOR THE TEACHER. THE MAIN PORTION OF THE DOCUMENT IS DEVOTED TO THE STUDENT'S SECTION WHICH CONTAINS LEARNING OBJECTIVES, A PRETEST, AND THREE LESSONS. READING MATERIALS, ILLUSTRATIONS, AND PROGRAMED MATERIALS WHICH ARE KEYED TO THE LEARNING ACTIVITIES OF THE THREE LESSONS ARE INCLUDED. (SB)|

VT 013 844
TAYLOR, ROBERT L., ED.
A COUNSELOR'S GUIDE TO HOME STUDY TRAINING.

NATIONAL HOME STUDY COUNCIL, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 16P.

DESCRIPTORS - *OCCUPATIONAL INFORMATION; *JOB TRAINING; *VOCATIONAL EDUCATION; *HOME STUDY; OCCUPATIONAL GUIDANCE; VOCATIONAL COUNSELING; *COUNSELORS; OCCUPATIONS; POST SECONDARY EDUCATION; EMPLOYMENT OPPORTUNITIES

ABSTRACT - INTENDED FOR COUNSELOR OR STUDENT USE, THIS DOCUMENT CONTAINS DESCRIPTIONS OF THE TYPES OF POSTSECONDARY OCCUPATIONAL TRAINING PROGRAMS AVAILABLE THROUGH HOME STUDY. INCLUDED ARE DESCRIPTIONS OF JOBS IN: (1) ACCOUNTING, (2) ADVERTISING, (3) AIR CONDITIONING, REFRIGERATION, AND HEATING, (4) AIRLINE AND TRAVEL, (5) APPLIANCE SERVICING, (6) APPRENTICESHIPS, (7) AUTOMOBILE MECHANICS AND BODY REPAIR, (8) BOOKKEEPING, (9) BUSINESS AND COMMERCIAL OCCUPATIONS, (10) COMMERCIAL ART AND DRAFTING, (11) COMPUTER PROGRAMING, (12) CONSERVATION, (13) ENGINEERING, (14) INSURANCE, (15) HOTEL-MOTEL WORK, (16) INTERIOR DESIGN, (17) MEDICAL RECORD LIBRARY, (18) PHOTOGRAPHY, (19) RADIO AND TELEVISION, (20) SURVEYING, AND (21) SPECIALIZED OCCUPATIONS. (SB)|

VT 013 848
DAVIDSON, JEANINE, AND OTHERS
HOME ECONOMICS CURRICULUM GUIDE, GRADES 7-12.

CEDAR FALLS COMMUNITY SCHOOLS, IOWA.
MF AVAILABLE IN VT-ERIC SET.
ASSISTANT SUPERINTENDENT, CEDAR FALLS COMMUNITY SCHOOLS, 903 WASHINGTON STREET, CEDAR FALLS, IOWA 50613
PUB DATE - SEP68 143P.

DESCRIPTORS - *HOMEMAKING EDUCATION; *CURRICULUM GUIDES; *CONSUMER EDUCATION; *HOME ECONOMICS EDUCATION; SECONDARY GRADES; EDUCATIONAL OBJECTIVES; LEARNING ACTIVITIES; FOODS INSTRUCTION; NUTRITION INSTRUCTION; CLOTHING INSTRUCTION; TEXTILES INSTRUCTION; HOME MANAGEMENT; FAMILY RELATIONSHIP; INTERPERSONAL RELATIONSHIP; HOUSING; CHILD CARE; CHILD DEVELOPMENT

ABSTRACT - PREPARED BY A COMMITTEE OF TEACHERS, THIS CURRICULUM GUIDE

IS FOR TEACHER USE IN PLANNING HOMEMAKING EXPERIENCES FOR GRADES -12. EACH COLOR-CODED GRADE LEVEL IS DIVIDED INTO UNITS COVERING THESE TOPICS: (1) PERSONAL AND FAMILY RELATIONSHIPS, (2) FOODS AND NUTRITION, (3) TEXTILES AND CLOTHING, (4) CHILD CARE AND DEVELOPMENT, (5) HOUSING AND EQUIPMENT, (6) HEALTH AND HOME SAFETY, AND (7) CONSUMER ECONOMICS AND MANAGEMENT. EACH UNIT CONTAINS A SUBJECT-MATTER OUTLINE, SUGGESTED TIME ALLOTMENT, OBJECTIVES, LEARNING EXPERIENCES, AND REFERENCES. AN INTRODUCTORY SECTION PROVIDES AN OVERVIEW OF A HOME ECONOMICS PROGRAM, GENERAL OBJECTIVES, AND A SCOPE AND SEQUENCE CHART. (SB)|

VT 013 851
PARTY AIDE GUIDE.

NATIONAL COMMITTEE ON HOUSEHOLD EMPLOYMENT, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
NATIONAL COMMITTEE ON HOUSEHOLD EMPLOYMENT, 1725 K STREET, N.W., WASHINGTON, D.C. 20036 ($1.00)
PUB DATE - JUN69 43P.1969 REVISION

DESCRIPTORS - *OCCUPATIONAL HOME ECONOMICS; *TEACHING GUIDES; *RESOURCE GUIDES; *FOODS INSTRUCTION; *FOOD SERVICE OCCUPATIONS; FOOD SERVICE WORKERS; SUBPROFESSIONALS; JOB TRAINING
IDENTIFIERS - *HOSTESS ASSISTANT

ABSTRACT - THIS BOOKLET WAS PREPARED TO ASSIST IN THE TRAINING OF PARTY AIDES WHO SERVE AS THE HOSTESS' ASSISTANTS. SECTION I, THE PARTY AIDE, PROVIDES INFORMATION NECESSARY TO PERFORM THE ROLE PROFICIENTLY, INCLUDING: (1) TIPS FOR SUCCESS, (2) SHOPPING AND STORING PARTY FOODS, (3) MAKING SANDWICHES, APPETIZERS, AND COFFEE, (4) SETTING AND SERVING TABLES, (5) SAFETY, AND (6) SUGGESTIONS FOR PARTY FOODS AND DECORATIONS. SECTION II, A PARTY AIDE COURSE, CONTAINS SUGGESTIONS FOR PLANNING AND TEACHING 12 CLASS SESSIONS WHICH EMPHASIZE THE SKILLS NEEDED BY THE PARTY AIDE. SUGGESTIONS ARE GIVEN FOR CLASS SIZE, LENGTH OF EACH SESSION, EQUIPMENT NEEDS, CLASSROOM SPACE REQUIREMENTS, RESOURCE PERSONNEL, FIELD EXPERIENCES, TRAINEE DRESS, AND PLACEMENT OF GRADUATES. SAMPLE FORMS AND A QUIZ ARE INCLUDED. (SB)|

VT 013 872
ALLEN, KAREN SUE, AND OTHERS
HOMEMAKERS OF AMERICA TOWARD NEW HORIZONS FOR GRADES 8-12. EXPERIMENTAL EDITION, 1969.

NEDERLAND INDEPENDENT SCHOOL DISTRICT, TEX.
DOCUMENT NOT AVAILABLE FROM EDRS.
ASSISTANT SUPERINTENDENT FOR INSTRUCTION, NEDERLAND INDEPENDENT SCHOOL DISTRICT, 220 17TH STREET
NEDERLAND, TEXAS 77627
PUB DATE - 69 49P.

DESCRIPTORS - *HOMEMAKING EDUCATION; *CURRICULUM GUIDES; SECONDARY GRADES; BIBLIOGRAPHIES; FOODS INSTRUCTION; NUTRITION INSTRUCTION; SEWING INSTRUCTION; FAMILY RELATIONSHIP; CLOTHING INSTRUCTION; CHILD CARE; HEALTH EDUCATION; HOUSING; PERSONAL GROWTH; *HOME ECONOMICS EDUCATION

ABSTRACT - DEVELOPED BY A COMMITTEE OF HOME ECONOMICS TEACHERS, THIS EXPERIMENTAL CURRICULUM GUIDE IS FOR TEACHER USE IN PLANNING HOMEMAKING EXPERIENCES FOR GRADES 8-12. UNITS ARE PROVIDED BY GRADE LEVEL FOR THESE AREAS: (1) FOODS, (2) FAMILY RELATIONS, (3) CLOTHING, (4) HOUSING, (5) HOME NURSING, (6) CHILD CARE, AND (7) PERSONAL IMPROVEMENT. AN INTRODUCTORY SECTION CONTAINS THE PHILOSOPHY AND PROBLEMS OF HOMEMAKING, AND A BIBLIOGRAPHY OF RESOURCE MATERIALS AND BULLETIN BOARD IDEAS ARE INCLUDED. THE DOCUMENT IS ILLUSTRATED WITH NUMEROUS LINE DRAWINGS. (SB)|

VT 013 888
DECIDING ON AND LOCATING YOUR KIND OF JOB.

OHIO STATE UNIV., COLUMBUS. DEPT. OF AGRICULTURAL EDUCATION.;OHIO STATE DEPT. OF EDUCATION, COLUMBUS. AGRICULTURAL EDUCATION SERVICE.
MF AVAILABLE IN VT_ERIC SET.
AGDEX 900/01-AWE-1
AGRICULTURAL EDUCATION CURRICULUM MATERIALS SERVICE, THE OHIO STATE UNIVERSITY, 2120 FYFFE ROAD, COLUMBUS, OHIO 43210 ($.30)
PUB DATE - 71 16P.

DESCRIPTORS - *VOCATIONAL EDUCATION; *UNITS OF STUDY (SUBJECT FIELDS); *OCCUPATIONAL INFORMATION; JOB APPLICATION; *EMPLOYMENT SERVICES; OCCUPATIONAL CHOICE; INSTRUCTIONAL AIDS

ABSTRACT - THIS UNIT HAS BEEN DEVELOPED FOR STUDENT USE IN FINDING SOURCES OF INFORMATION ABOUT JOBS AND FILLING OUT APPLICATION FORMS USED BY STATE AND PRIVATE EMPLOYMENT AGENCIES. DRAWINGS, SAMPLE NEWSPAPER WANT ADS, EMPLOYMENT AGENCY APPLICATION FORMS, AND A SELF-INVENTORY FORM ARE INCLUDED IN THE TEXT. RELATED UNITS ARE AVAILABLE AS VT 013 889-VT 013 891 IN THIS ISSUE. (SB)|

VT 013 889
GETTING YOUR JOB.

OHIO STATE UNIV., COLUMBUS. DEPT. OF AGRICULTURAL EDUCATION.;OHIO STATE DEPT. OF EDUCATION, COLUMBUS. AGRICULTURAL EDUCATION SERVICE.
MF AVAILABLE IN VT_ERIC SET.
AGDEX 900/05-AWE-2
OHIO AGRICULTURAL EDUCATION CURRICULUM MATERIALS SERVICE, THE OHIO STATE UNIVERSITY, 2120 FYFFE ROAD, COLUMBUS, OHIO 43210 ($.30)
PUB DATE - 71 15P.

DESCRIPTORS - *VOCATIONAL EDUCATION; *UNITS OF STUDY (SUBJECT FIELDS); OCCUPATIONAL INFORMATION; *JOB APPLICATION; EMPLOYMENT SERVICES; OCCUPATIONAL CHOICE; *EMPLOYMENT INTERVIEWS; INSTRUCTIONAL AIDS

ABSTRACT - THIS UNIT HAS BEEN DEVELOPED FOR STUDENT USE IN GETTING A SOCIAL SECURITY CARD, COMPILING A RESUME, FILLING OUT A JOB APPLICATION FORM, AND PREPARING FOR A JOB INTERVIEW. ILLUSTRATIONS, SAMPLE APPLICATION FORMS, AND A SAMPLE RESUME ARE INCLUDED IN THE TEXT. RELATED UNITS ARE AVAILABLE AS VT 013 888-VT 013 891 IN THIS ISSUE. (SB)|

VT 013 890
SHANNON, THEODORE
SAVINGS AND CHECKING ACCOUNTS.

OHIO STATE UNIV., COLUMBUS. DEPT. OF AGRICULTURAL EDUCATION.;OHIO STATE DEPT. OF EDUCATION, COLUMBUS. AGRICULTURAL EDUCATION SERVICE.
MF AVAILABLE IN VT_ERIC SET.
AGDEX 900/10-AWE-3
OHIO AGRICULTURAL EDUCATION CURRICULUM MATERIALS SERVICE, THE OHIO STATE UNIVERSITY, 2120 FYFFE ROAD, COLUMBUS, OHIO 43210 ($.30)
PUB DATE - 71 23P.

DESCRIPTORS - *VOCATIONAL EDUCATION; *UNITS OF STUDY (SUBJECT FIELDS); *MONEY MANAGEMENT; BANKING; INSTRUCTIONAL AIDS

ABSTRACT - THIS UNIT HAS BEEN DEVELOPED FOR STUDENT USE IN LEARNING THE PROCEDURES FOR MAINTAINING SAVINGS AND CHECKING ACCOUNTS. ILLUSTRATIONS AND SAMPLE FORMS FOR OPENING, DEPOSITING, AND WITHDRAWING MONEY FROM A SAVINGS AND A CHECKING ACCOUNT ARE INCLUDED IN THE TEXT. RELATED UNITS ARE AVAILABLE AS VT 013 888-VT 013 891. (SB)|

VT 013 891
SHANNON, THEODORE
CREDIT.

OHIO STATE UNIV., COLUMBUS. DEPT. OF AGRICULTURAL EDUCATION.;OHIO STATE DEPT. OF EDUCATION, COLUMBUS. AGRICULTURAL EDUCATION SERVICE.
MF AVAILABLE IN VT_ERIC SET.
AGDEX 900/11-AWE-4
OHIO AGRICULTURAL EDUCATION CURRICULUM MATERIALS SERVICE, THE OHIO STATE UNIVERSITY, 2120 FYFFE ROAD, COLUMBUS, OHIO 43210 ($.30)
PUB DATE - 71 27P.

DESCRIPTORS - *VOCATIONAL EDUCATION; *UNITS OF STUDY (SUBJECT FIELDS); *CREDIT (FINANCE); MONEY MANAGEMENT; INSTRUCTIONAL AIDS

ABSTRACT - THIS UNIT HAS BEEN DEVELOPED FOR STUDENT USE IN LEARNING ABOUT CREDIT SOURCES, APPLYING FOR AND USING CREDIT CARDS, AND OTHER ASPECTS OF CREDIT. ILLUSTRATIONS AND SAMPLE CREDIT APPLICATION FORMS ARE INCLUDED IN THE TEXT. RELATED DOCUMENTS ARE AVAILABLE AS VT 013 888-VT 013 890. (SB)|

VT 013 903
ELEMENTARY PUBLIC SCHOOL TEACHER GUIDE FOR CAREER AND ATTITUDE DEVELOPMENT, GRADE KIT K-6. WORKING PAPER.

WYOMING STATE DEPT. OF EDUCATION, CHEYENNE. INSTRUCTIONAL SERVICES SECTION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 239P.

DESCRIPTORS - *TEACHING GUIDES; INSTRUCTIONAL MATERIALS; *CURRICULUM DEVELOPMENT; *ELEMENTARY EDUCATION; KINDERGARTEN; *OCCUPATIONAL INFORMATION; RESOURCE MATERIALS; EDUCATIONAL INNOVATION; CONCEPT TEACHING; *WORK ATTITUDES; TEACHING TECHNIQUES; LITERATURE REVIEWS
IDENTIFIERS - *OCCUPATIONAL EXPLORATION

ABSTRACT - WITH THE FOCUS ON THE PROCESS OF WORK ATTITUDE DEVELOPMENT, THIS DOCUMENT SHOULD BE OF VALUE TO TEACHERS DEVELOPING CAREER EDUCATION PROGRAMS FOR GRADES K-6. THE SPECIFIC PURPOSE OF THIS WORKING PAPER, IN TERMS OF BEING UTILIZED AS A TEACHING GUIDE, WAS TO SUGGEST AND OUTLINE A PROGRAM OF ATTITUDE DEVELOPMENT WHICH CAN BE IMPLEMENTED WITHIN THE EXISTING FRAMEWORK OF THE SCHOOL. THE OCCUPATIONAL ATTITUDE PROGRAM IS TO BE DEVELOPED AROUND A SERIES OF CONCEPTS WITH SUGGESTED ACTIVITIES AND MATERIALS DESIGNED TO: (1) PROMOTE THE STUDENT'S UNDERSTANDING OF VARIOUS OCCUPATIONS, (2) PROVIDE OCCUPATIONAL INFORMATION, (3) EXPLORE THE WORLD OF WORK, AND (4) ASSIST THE STUDENT IN FINDING OUT ABOUT HIMSELF AS PART OF THE PREPARATION FOR DECISION MAKING. THE GUIDE IS COLOR-CODED AND ARRANGED IN OUTLINE FORM UNDER THREE HEADINGS: (1) CONCEPTS, (2) SUGGESTED ACTIVITIES, AND (3) SUGGESTED MATERIALS TO USE IN CONCEPT DEVELOPMENT. THE INFORMATION IS OUTLINED BY GRADE LEVEL WITH EMPHASIS ON THE "OCCUPATIONS OF THE MONTH." CONCLUSIONS AND RECOMMENDATIONS RESULTING FROM THE RESEARCH IN WORK ATTITUDES PROVIDE ADDITIONAL GUIDELINES FOR PROGRAM DEVELOPMENT. (AUTHOR/JS)|

VT 013 908
CLOTHING SERVICES TRAINING GUIDE. TENTATIVE EDITION.

NEW YORK STATE EDUCATION DEPT., ALBANY. BUREAU OF SECONDARY CURRICULUM DEVELOPMENT.
MF AVAILABLE IN VT-ERIC SET.
THE PUBLICATIONS DISTRIBUTION UNIT, STATE EDUCATION DEPARTMENT, ALBANY, NEW YORK 12224 (LIMITED DISTRIBUTION-NOT AVAILABLE OUTSIDE NEW YORK STATE)
PUB DATE - 71 96P.

DESCRIPTORS - *OCCUPATIONAL HOME ECONOMICS; *PROGRAM GUIDES; *SERVICE OCCUPATIONS; *CLOTHING MAINTENANCE SPECIALISTS; OUT OF SCHOOL YOUTH; SECONDARY EDUCATION; ADULT EDUCATION; CLOTHING INSTRUCTION; TEXTILES INSTRUCTION; *CURRICULUM GUIDES; JOB TRAINING; PROGRAM DEVELOPMENT; PROGRAM PLANNING

ABSTRACT - DEVELOPED BY A COMMITTEE OF TEACHERS, THIS TENTATIVE PROGRAM GUIDE IS FOR TEACHER USE IN ESTABLISHING A 2-YEAR PROGRAM TO PREPARE HIGH SCHOOL STUDENTS, OUT OF SCHOOL YOUTH, OR ADULTS FOR EMPLOYMENT IN SELECTED SUPERVISED CLOTHING SERVICES OCCUPATIONS. SECTIONS OF THE GUIDE CONTAIN: (1) SUGGESTIONS FOR ESTABLISHING THE PROGRAM, WHICH INCLUDES APPOINTING

THE ADVISORY COMMITTEE, IDENTIFYING THE OCCUPATIONS FOR TRAINING, SELECTING TRAINEES AND INSTRUCTIONAL STAFF, AND PROVIDING THE ESSENTIAL TRAINING COMPONENTS AND FACILITIES, (2) SUGGESTIONS FOR DEVELOPING A COURSE OF STUDY, WHICH OFFERS GUIDES FOR USING THE STATE COURSE OF STUDY AND BRIEFLY DESCRIBES THE COURSE OF STUDY, AND (3) A 2-PART COURSE OF STUDY, WHICH OUTLINES SUBJECT MATTER AND OFFERS SUGGESTIONS FOR APPROPRIATE LEARNING EXPERIENCES. THE COURSE OF STUDY EMPHASIZES ORIENTATION TO WORK AND DEVELOPING COMPETENCIES IN SIX OCCUPATIONAL CLUSTERS, INCLUDING: (1) GARMENT CONSTRUCTION, (2) GARMENT ALTERATION, (3) COLLECTING AND SORTING GARMENTS AND HOUSEHOLD ARTICLES, (4) LAUNDERING AND PRESSING GARMENTS AND HOUSEHOLD ARTICLES, (5) MANAGEMENT OF CLOTHING, AND (6) SELLING CLOTHING AND RELATED MERCHANDISE. A SELECTED RESOURCE LIST AND SOURCES OF BULLETINS AND AUDIOVISUAL MATERIALS ARE INCLUDED. COMPANION PUBLICATIONS, AVAILABLE IN THIS ISSUE, ARE VT 010 551 AND VT 010 573. (SB)|

VT 013 923
RESOURCE MATERIALS FOR TRAINING HOUSEHOLD EMPLOYEES.

NATIONAL COMMITTEE ON HOUSEHOLD EMPLOYMENT, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 12AUG70 9P.

DESCRIPTORS - *OCCUPATIONAL HOME ECONOMICS; *BIBLIOGRAPHIES; *DOMESTICS; *RESOURCE MATERIALS; *JOB TRAINING; FILMS

ABSTRACT - THIS BIBLIOGRAPHY CONTAINS A LISTING OF SOURCES FOR RESOURCE MATERIALS IN THE FOLLOWING SUBJECT MATTER AREAS: (1) HOME FURNISHINGS AND EQUIPMENT, (2) CLOTHING AND TEXTILES, (3) HOME MANAGEMENT AND CONSUMER EDUCATION, (4) TABLE SETTING AND SERVING, (5) FOOD SELECTION AND PREPARATION, (6) GROOMING, (7) CHILD CARE, AND HEALTH EDUCATION. (SB)|

VT 013 990
FORGET, BARBARA
THE BUDGET AS A MEANS TO AN END. HOME ECONOMICS EDUCATORS PACKAGES.

NATIONAL EDUCATION ASSOCIATION, WASHINGTON, D.C. ASSOCIATION OF HOME ECONOMICS EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
261-08406
HOME ECONOMICS EDUCATION ASSOCIATION, NATIONAL EDUCATION ASSOCIATION, 1201 SIXTEENTH STREET, N.W., WASHINGTON, D.C. 20036
($1.25; NEA STOCK NO. 261-08406)
PUB DATE - 70 25P.

DESCRIPTORS - *CONSUMER EDUCATION; HOME ECONOMICS EDUCATION; MONEY MANAGEMENT; *BUDGETING; BUDGETS; *AUTOINSTRUCTIONAL AIDS; *INDEPENDENT STUDY

ABSTRACT - THIS LEARNING PACKAGE CONTAINS BOTH THE TEACHER'S AND STUDENT'S SECTIONS FOR AN INDEPENDENT STUDY PROJECT ON BUDGETS FOR USE IN A CONSUMER EDUCATION COURSE. INCLUDED IN THE TEACHER'S SECTION ARE THE PURPOSE AND LEARNING OBJECTIVES OF THE UNIT ALONG WITH INSTRUCTIONS REGARDING TEACHING APPROACHES, MATERIALS NEEDED, AND EVALUATION INSTRUMENTS. THE STUDENT'S SECTION INCLUDES LEARNING OBJECTIVES. FOUR LESSONS, SELF-EVALUATION FORMS AND ANSWERS FOR EACH LESSON, AND PRE- AND POSTTESTS. (SB)|

VT 013 991
DETERMINING EFFECTIVENESS OF TEACHING HOME ECONOMICS.

NATIONAL EDUCATION ASSOCIATION, WASHINGTON, D.C. ASSOCIATION OF HOME ECONOMICS EDUCATION.
MF AVAILABLE IN VT_ERIC SET.
HOME ECONOMICS EDUCATION ASSOCIATION, 1201 SIXTEENTH STREET, N.W., WASHINGTON, D.C. 20036
($2.50; NEA STOCK NO. 261-08408)
PUB DATE - ND 35P.

DESCRIPTORS - *HOME ECONOMICS EDUCATION; *EVALUATION TECHNIQUES; *EVALUATION METHODS; *EFFECTIVE

TEACHING; STUDENT EVALUATION; COURSE EVALUATION; INSTRUMENTATION; TEST CONSTRUCTION

ABSTRACT - INTENDED FOR HOME ECONOMICS TEACHERS, THIS PUBLICATION DISCUSSES SEVERAL ASPECTS OF THE EVALUATION PROCESS. TOPICS ARE: (1) PURPOSES OF EVALUATION, WHICH INCLUDE DETERMINING EFFECTIVENESS OF LEARNING EXPERIENCES, DISCOVERING INDIVIDUAL DIFFERENCES AND DIAGNOSING LEARNING DIFFICULTIES, MOTIVATING STUDENTS TO LEARN, AND PROVIDING A BASIS FOR ASSIGNING GRADES, (2) STEPS IN DEVELOPING AN EVALUATION TECHNIQUE, WHICH INCLUDE STATING BEHAVIORAL OBJECTIVES, SELECTING CONCEPTS AND GENERALIZATIONS, AND SELECTING, DEVELOPING, ADMINISTERING, AND REVISING THE EVALUATION TECHNIQUE, (3) EXAMPLES OF TECHNIQUES, WHICH INCLUDE GAMES, OBSERVATION, ASSIGNMENTS, PROJECTIVE TECHNIQUES, SURVEYS, AND TESTS, (4) METHODS OF IMPROVING TECHNIQUES, AND (5) INVOLVING STUDENTS IN THE EVALUATION PROCESS. A BIBLIOGRAPHY IS PROVIDED, AND SAMPLE GENERALIZATIONS AND CLASSIFICATIONS OF COGNITIVE, AFFECTIVE, AND PSYCHOMOTOR OBJECTIVES ARE APPENDED. (SB)|

VT 013 998 ED 056 183
HOUSEHOLD EMPLOYMENT TRAINING; A SUGGESTED PROGRAM DEVELOPMENT GUIDE FOR ADMINISTRATORS.

OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C. DIV. OF MANPOWER DEVELOPMENT AND TRAINING.
EDRS PRICE MF-$.65 HC-$3.29.
OE-87058
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402 ($0.60; HE 5.287: 87058)
PUB DATE - 71 65P.

DESCRIPTORS - *VOCATIONAL EDUCATION; MANPOWER DEVELOPMENT; CURRICULUM GUIDES; COURSE CONTENT; *PROGRAM DEVELOPMENT; PROGRAM ADMINISTRATION; PROGRAM PLANNING; *JOB TRAINING; *DOMESTICS; HOME MANAGEMENT; CHILD CARE; PROGRAM EVALUATION; WORK EXPERIENCE PROGRAMS

ABSTRACT - THIS GUIDE WAS PREPARED TO ASSIST ADMINISTRATORS AND DIRECTORS OF TRAINING IN PLANNING AND OPERATING PROGRAMS TO TRAIN OR UPGRADE PERSONNEL IN GENERAL HOUSEHOLD SERVICE OCCUPATIONS AND SPECIAL AREAS. TOPICS COVER: (1) PURPOSE OF THE TRAINING PROGRAM, (2) PLANNING THE PROGRAM, WHICH INCLUDES ESTABLISHING THE NEED, PROGRAM OBJECTIVES, AND ADVISORY COMMITTEE, (3) DEVELOPING THE PROGRAM, WHICH DISCUSSES ORGANIZATIONAL PATTERNS, PROGRAM STAFFING, TRAINING FACILITIES, AND WORK EXPERIENCE, (4) COURSE CONTENT AND SUGGESTED COURSE OUTLINE, AND (5) OPERATION OF THE PROGRAM, WHICH DISCUSSES PUBLICIZING THE PROGRAM, ARRANGING SUPPORTIVE SERVICES FOR TRAINEES, PROVIDING PRESERVICE AND INSERVICE EDUCATION FOR PROGRAM STAFF, COMPLETION CERTIFICATES, AND EVALUATION, PLACEMENT, AND FOLLOWUP. A BIBLIOGRAPHY, A LISTING OF VISUAL AIDS, AND SOURCES OF INFORMATION, MATERIALS, AND VISUAL AIDS ARE INCLUDED. SEVERAL MATERIALS FOR USE IN DEVELOPING AND CONDUCTING A TRAINING PROGRAM ARE APPENDED. (SB)

VT 014 002 ED 056 184
FIRST AID INSTRUCTION COURSE.

DEPARTMENT OF THE INTERIOR, WASHINGTON, D.C. BUREAU OF MINES.
EDRS PRICE MF-$0.65 HC-$9.87.
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402 ($3.50; I28.2:F51/2)
PUB DATE - DEC70 267P.

DESCRIPTORS - *TEACHING GUIDES; MANUALS; *FIRST AID; *INSTRUCTIONAL MATERIALS; AUDIOVISUAL AIDS; RESOURCE MATERIALS; ADULT VOCATIONAL EDUCATION; *HEALTH EDUCATION

ABSTRACT - PREPARED BY THE DEPARTMENT OF THE INTERIOR, THIS TEACHING GUIDE IS FOR THE

INSTRUCTORS' USE IN TEACHING A FIRST AID COURSE. SIX FUNDAMENTAL AREAS INCLUDE: (1) ARTIFICIAL RESPIRATION, (2) CONTROL OF BLEEDING, (3) PHYSICAL SHOCK, (4) OPEN WOUNDS, CLOSED WOUNDS, AND BURNS, (5) FRACTURES AND DISLOCATIONS, AND (6) TRANSPORTATION. A COMPLETE PRESENTATION IS GIVEN WITH KEY POINTS SUGGESTED FOR INSERTING THE 73 VISUALS THAT ACCOMPANY THIS DOCUMENT. THE VISUALS COULD BE USED AS THEY ARE WITH AN OPAQUE PROJECTOR OR USED TO MAKE TRANSPARENCIES. SPACE FOR THE INSTRUCTOR'S NOTES AND OBJECTIVE QUESTIONS AND ANSWERS ARE PROVIDED FOR EACH AREA. (AUTHOR)

VT 014 017
FOOD SERVICE.

MISSISSIPPI STATE UNIV., STATE COLLEGE. CURRICULUM COORDINATING UNIT FOR VOCATIONAL AND TECHNICAL EDUCATION.;MISSISSIPPI STATE DEPT. OF EDUCATION, JACKSON. DIV. OF VOCATIONAL AND TECHNICAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
CURRICULUM COORDINATING UNIT, DRAWER DX, STATE COLLEGE, MISSISSIPPI 39762 ($1.25)
PUB DATE - JAN69 42P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *TEACHING TECHNIQUES; *TEACHING GUIDES; *ADULT EDUCATION; INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; COURSE CONTENT; *COURSE ORGANIZATION; FOOD SERVICE; FOOD SERVICE OCCUPATIONS

ABSTRACT - DEVELOPED AS AN ADULT REFRESHER COURSE, THIS TEACHING GUIDE CAN BE USED TO MAKE PARTICIPANTS AWARE OF THE IMPORTANCE OF THEIR JOBS AND TO PROVIDE INFORMATION WITH WHICH TO IMPROVE THEIR ON-THE-JOB PERFORMANCE. ARRANGED IN OUTLINE FORMAT THE GUIDE INCLUDES FIVE 2-HOUR SESSIONS ON SUCH TOPICS AS: (1) INTRODUCTION TO FOOD SERVICE, (2) SANITATION, (3) GREETING, SEATING, AND PRESENTING THE MENU, (4) PROPER SERVICE, AND (5) COMPLETING THE SERVICE. EACH UNIT, OR SESSION ALSO HAS REFERENCES, NEEDED MATERIALS, TEACHING TECHNIQUES, AND A SUMMARY. THE APPENDIX PROVIDES A LIST OF VISUAL AIDS AND THEIR SOURCES AND SUPPLEMENTARY MATERIALS. (JS)|

VT 014 024
SEWING-MACHINE OPERATOR; REGULAR EQUIPMENT (GARMENT).

NEW JERSEY STATE DEPT. OF LABOR AND INDUSTRY, TRENTON. DIV. OF EMPLOYMENT SECURITY.
DEPARTMENT OF LABOR, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
JOB GUIDE-37
DIVISION OF EMPLOYMENT SECURITY, BUREAU OF RESEARCH AND STATISTICS, LABOR AND INDUSTRY BUILDING, P.O. BOX 359, TRENTON, NEW JERSEY 08625 (FREE, UPON REQUEST)
PUB DATE - OCT67 17P.

DESCRIPTORS - JOB TRAINING; *OCCUPATIONAL INFORMATION; *EMPLOYMENT OPPORTUNITIES; OCCUPATIONAL GUIDANCE; VOCATIONAL COUNSELING; EDUCATIONAL NEEDS; *INFORMATION SOURCES; *SEWING MACHINE OPERATORS; TRADE AND INDUSTRIAL EDUCATION
IDENTIFIERS - NEW JERSEY

ABSTRACT - PREPARED BY THE STATE DEPARTMENT OF LABOR, THIS GUIDE IS ONE IN A SERIES DESIGNED TO PROVIDE JOB INFORMATION RELATED SPECIFICALLY TO NEW JERSEY. THIS PARTICULAR GUIDE CONCERNS SEWING MACHINE OPERATORS. AN INTRODUCTION PROVIDING BACKGROUND IS FOLLOWED BY INFORMATION ON: (1) THE NATURE OF THE WORK, (2) RELATED OCCUPATIONS, (3) WHERE THESE PEOPLE ARE EMPLOYED, (4) PHYSICAL AND MENTAL REQUIREMENTS, (5) WORKING CONDITIONS, (6) WAGES, HOURS AND BENEFITS, (7) COSTS OF EDUCATION, (8) OPPORTUNITIES FOR ADVANCEMENT, (9) UNIONS AND (10) THE FUTURE OUTLOOK. A BRIEF STATEMENT EXPLAINING HOW TO BECOME A SEWING MACHINE OPERATOR INCLUDING ON-THE-JOB TRAINING, EVENING SCHOOLS, AND COOPERATIVE AND VOCATIONS PROGRAM IS GIVEN. SOURCES FOR ADDITIONAL

INFORMATION ARE LISTED. (GEB)|

T 014 026
REAL ESTATE SALESMAN.

NEW JERSEY STATE DEPT. OF LABOR AND INDUSTRY, TRENTON.
DEPARTMENT OF LABOR, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
JOB GUIDE-69
DIVISION OF PLANNING AND RESEARCH, LABOR AND INDUSTRY BUILDING, P. O. BOX 359, TRENTON, NEW JERSEY 08625 (FREE, UPON REQUEST)
PUB DATE - SEP70 20P.

DESCRIPTORS - *BUSINESS EDUCATION; *OCCUPATIONAL INFORMATION; *OCCUPATIONAL GUIDANCE; *REAL ESTATE OCCUPATIONS; JOB TRAINING; EMPLOYMENT OPPORTUNITIES; VOCATIONAL COUNSELING; EDUCATIONAL NEEDS; INFORMATION SOURCES; SALES OCCUPATION
IDENTIFIERS - NEW JERSEY

ABSTRACT - PREPARED BY THE STATE DEPARTMENT OF LABOR, THIS GUIDE IS ONE IN A SERIES DESIGNED TO PROVIDE JOB INFORMATION RELATED SPECIFICALLY TO NEW JERSEY. THIS PARTICULAR GUIDE CONCERNS THE REAL ESTATE SALESMAN OCCUPATION. AN INTRODUCTION PROVIDING BACKGROUND IS FOLLOWED BY INFORMATION ON: (1) THE NATURE OF THE WORK, (2) RELATED OCCUPATIONS, (3) WHERE THESE PEOPLE ARE EMPLOYED, (4) PHYSICAL AND MENTAL REQUIREMENTS, (5) WORKING CONDITIONS, (6) WAGES, HOURS AND BENEFITS, (7) COSTS OF EDUCATION, (8) OPPORTUNITIES FOR ADVANCEMENT, (9) PROFESSIONAL ORGANIZATIONS, AND (10) THE FUTURE OUTLOOK. A BRIEF STATEMENT EXPLAINING HOW TO BECOME A REAL ESTATE SALESMAN INCLUDING ON-THE-JOB TRAINING, AND LICENSING REQUIREMENTS IS GIVEN. SOURCES FOR ADDITIONAL INFORMATION ARE LISTED. (JS)|

VT 014 030
COOK; HOTEL AND RESTAURANT.

NEW JERSEY STATE DEPT. OF LABOR AND INDUSTRY, TRENTON. DIV. OF EMPLOYMENT SECURITY.
DEPARTMENT OF LABOR, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
JOB GUIDE-47
DIVISION OF PLANNING AND RESEARCH, LABOR AND INDUSTRY BUILDING, P. O. BOX 359, TRENTON, NEW JERSEY 08625 (FREE, UPON REQUEST)
PUB DATE - JUL68 18P.

DESCRIPTORS - JOB TRAINING; *OCCUPATIONAL INFORMATION; *EMPLOYMENT OPPORTUNITIES; OCCUPATIONAL GUIDANCE; VOCATIONAL COUNSELING; EDUCATIONAL NEEDS; *INFORMATION SOURCES; *COOKS; *FOOD SERVICE OCCUPATIONS; TRADE AND INDUSTRIAL EDUCATION
IDENTIFIERS - NEW JERSEY

ABSTRACT - PREPARED BY THE STATE DEPARTMENT OF LABOR, THIS GUIDE IS ONE IN A SERIES DESIGNED TO PROVIDE JOB INFORMATION RELATED SPECIFICALLY TO NEW JERSEY. THIS PARTICULAR GUIDE CONCERNS COOKING FOR HOTELS AND RESTAURANTS. AN INTRODUCTION PROVIDING BACKGROUND IS FOLLOWED BY INFORMATION ON: (1) THE NATURE OF THE WORK, (2) RELATED OCCUPATIONS, (3) WHERE THESE PEOPLE ARE EMPLOYED, (4) PHYSICAL AND MENTAL REQUIREMENTS, (5) WORKING CONDITIONS, (6) WAGES, HOURS AND BENEFITS, (7) COSTS OF EDUCATION, (8) OPPORTUNITIES FOR ADVANCEMENT, (9) UNIONS AND (10) THE FUTURE OUTLOOK. A BRIEF STATEMENT EXPLAINING HOW TO BECOME A COOK INCLUDING ON-THE-JOB TRAINING, APPRENTICESHIP TRAINING, AND VOCATIONAL AND COOPERATIVE PROGRAMS IS GIVEN. SOURCES FOR ADDITIONAL INFORMATION ARE LISTED. (GEB)|

VT 014 038
UPHOLSTERER.

NEW JERSEY STATE DEPT. OF LABOR AND INDUSTRY, TRENTON. DIV. OF EMPLOYMENT SECURITY.
DEPARTMENT OF LABOR, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
JOB GUIDE-39
DIVISION OF PLANNING AND RESEARCH, LABOR AND INDUSTRY BUILDING, P. O. BOX 359, TRENTON, NEW JERSEY 08625

(FREE, UPON REQUEST)
PUB DATE - DEC67 18P.

DESCRIPTORS - *FURNITURE INDUSTRY; *JOB TRAINING; *OCCUPATIONAL INFORMATION; *EMPLOYMENT OPPORTUNITIES; OCCUPATIONAL GUIDANCE; VOCATIONAL COUNSELING; EDUCATIONAL NEEDS; *INFORMATION SOURCES; TRADE AND INDUSTRIAL EDUCATION
IDENTIFIERS - NEW JERSEY; *UPHOLSTERER

ABSTRACT - PREPARED BY THE STATE DEPARTMENT OF LABOR, THIS GUIDE IS ONE IN A SERIES DESIGNED TO PROVIDE JOB INFORMATION RELATED SPECIFICALLY TO NEW JERSEY. THIS PARTICULAR GUIDE CONCERNS THE UPHOLSTERING TRADE. AN INTRODUCTION PROVIDING BACKGROUND IS FOLLOWED BY INFORMATION ON: (1) THE NATURE OF THE WORK, (2) RELATED OCCUPATIONS, (3) WHERE THESE PEOPLE ARE EMPLOYED, (4) PHYSICAL AND MENTAL REQUIREMENTS, (5) WORKING CONDITIONS, (6) WAGES, HOURS AND BENEFITS, (7) COSTS OF EDUCATION, (8) OPPORTUNITIES FOR ADVANCEMENT, (9) UNIONS AND (10) THE FUTURE OUTLOOK. A BRIEF STATEMENT EXPLAINING HOW TO BECOME AN UPHOLSTERER INCLUDING ON-THE-JOB TRAINING, APPRENTICESHIP TRAINING AND, VOCATIONAL AND COOPERATIVE PROGRAMS IS GIVEN. SOURCES FOR ADDITIONAL INFORMATION ARE LISTED. (GEB)|

VT 014 048
PRODUCTION MACHINE OPERATOR.

NEW JERSEY STATE DEPT. OF LABOR AND INDUSTRY, TRENTON.
DEPARTMENT OF LABOR, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
JOB GUIDE-67
DIVISION OF PLANNING AND RESEARCH, LABOR AND INDUSTRY BUILDING, P. O. BOX 359, TRENTON, NEW JERSEY 08625
(FREE, UPON REQUEST)
PUB DATE - AUG70 24P.

DESCRIPTORS - JOB TRAINING; *OCCUPATIONAL INFORMATION; *EMPLOYMENT OPPORTUNITIES; OCCUPATIONAL GUIDANCE; VOCATIONAL COUNSELING; EDUCATIONAL NEEDS; *INFORMATION SOURCES; *MACHINE TOOL OPERATORS; TRADE AND INDUSTRIAL EDUCATION
IDENTIFIERS - NEW JERSEY

ABSTRACT - PREPARED BY THE STATE DEPARTMENT OF LABOR, THIS GUIDE IS ONE IN A SERIES DESIGNED TO PROVIDE JOB INFORMATION RELATED SPECIFICALLY TO NEW JERSEY. THIS PARTICULAR GUIDE CONCERNS PRODUCTION MACHINE OPERATORS. AN INTRODUCTION PROVIDING BACKGROUND IS FOLLOWED BY INFORMATION ON: (1) THE NATURE OF THE WORK, (2) RELATED OCCUPATIONS, (3) WHERE THESE PEOPLE ARE EMPLOYED, (4) PHYSICAL AND MENTAL REQUIREMENTS, (5) WORKING CONDITIONS, (6) WAGES, HOURS AND BENEFITS, (7) COSTS OF EDUCATION, (8) OPPORTUNITIES FOR ADVANCEMENT, (9) UNIONS AND (10) THE FUTURE OUTLOOK. A BRIEF STATEMENT EXPLAINING HOW TO BECOME A PRODUCTION MACHINE OPERATOR INCLUDING ON-THE-JOB TRAINING, SCHOOL COURSES, AND COOPERATIVE AND VOCATIONAL PROGRAMS IS GIVEN. SOURCES FOR ADDITIONAL INFORMATION ARE LISTED. (GEB)|

VT 014 049
MACHINE PRESSER.

NEW JERSEY STATE DEPT. OF LABOR AND INDUSTRY, TRENTON.
DEPARTMENT OF LABOR, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
JOB GUIDE-66
DIVISION OF PLANNING AND RESEARCH, LABOR AND INDUSTRY BUILDING, P.O. BOX 359, TRENTON, NEW JERSEY 08625
(FREE, UPON REQUEST)
PUB DATE - JUL70 20P.

DESCRIPTORS - JOB TRAINING; *OCCUPATIONAL INFORMATION; *EMPLOYMENT OPPORTUNITIES; OCCUPATIONAL GUIDANCE; VOCATIONAL COUNSELING; EDUCATIONAL NEEDS; *INFORMATION SOURCES; *CLOTHING MAINTENANCE SPECIALISTS; TRADE AND INDUSTRIAL EDUCATION
IDENTIFIERS - NEW JERSEY; *MACHINE PRESSER; GARMENT PRESSING

ABSTRACT - PREPARED BY THE STATE DEPARTMENT OF LABOR, THIS GUIDE IS ONE IN A SERIES DESIGNED TO PROVIDE JOB INFORMATION RELATED SPECIFICALLY TO NEW JERSEY. THIS PARTICULAR GUIDE CONCERNS GARMENT PRESSING BY MACHINE. AN INTRODUCTION PROVIDING BACKGROUND IS FOLLOWED BY INFORMATION ON: (1) THE NATURE OF THE WORK, (2) RELATED OCCUPATIONS, (3) WHERE THESE PEOPLE ARE EMPLOYED, (4) PHYSICAL AND MENTAL REQUIREMENTS, (5) WORKING CONDITIONS, (6) WAGES, HOURS AND BENEFITS, (7) COSTS OF EDUCATION, (8) OPPORTUNITIES FOR ADVANCEMENT, (9) UNIONS AND (10) THE FUTURE OUTLOOK. A BRIEF STATEMENT EXPLAINING HOW TO BECOME A MACHINE PRESSER IS GIVEN. SOURCES FOR ADDITIONAL INFORMATION ARE LISTED. (GEB)|

VT 014 055
WAITER-WAITRESS.

NEW JERSEY STATE DEPT. OF LABOR AND INDUSTRY, TRENTON.
DEPARTMENT OF LABOR, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
JOB GUIDE-60
DIVISION OF PLANNING AND RESEARCH, LABOR AND INDUSTRY BUILDING, P.O. BOX 359, TRENTON, NEW JERSEY 08625 (FREE, UPON REQUEST)
PUB DATE - SEP69 20P.

DESCRIPTORS - JOB TRAINING; *OCCUPATIONAL INFORMATION; *EMPLOYMENT OPPORTUNITIES; OCCUPATIONAL GUIDANCE; VOCATIONAL COUNSELING; EDUCATIONAL NEEDS; *INFORMATION SOURCES; *FOOD SERVICE OCCUPATIONS; TRADE AND INDUSTRIAL EDUCATION
IDENTIFIERS - NEW JERSEY; WAITERS; WAITRESSES

ABSTRACT - PREPARED BY THE STATE DEPARTMENT OF LABOR, THIS GUIDE IS ONE IN A SERIES DESIGNED TO PROVIDE JOB INFORMATION RELATED SPECIFICALLY TO NEW JERSEY. THIS PARTICULAR GUIDE CONCERNS THE WAITER AND WAITRESS OCCUPATIONS. AN INTRODUCTION PROVIDING BACKGROUND IS FOLLOWED B INFORMATION ON: (1) THE NATURE OF THE WORK, (2) RELATED OCCUPATIONS, (3) WHERE THESE PEOPLE ARE EMPLOYED, (4) PHYSICAL AND MENTAL REQUIREMENTS, (5) WORKING CONDITIONS, (6) WAGES, HOURS AND BENEFITS, (7) COSTS OF EDUCATION, (8) OPPORTUNITIES FOR ADVANCEMENT, AND 9) THE FUTURE OUTLOOK. A BRIEF STATEMENT EXPLAINING HOW TO BECOME A WAITER OR WAITRESS INCLUDING ON-THE-JOB TRAINING, AND HIGH SCHOOL AND COOPERATIVE PROGRAMS IS GIVEN. SOURCES FOR ADDITIONAL INFORMATION ARE LISTED. (GEB)|

VT 014 056
CHEMICAL LABORATORY TECHNICIAN.

NEW JERSEY STATE DEPT. OF LABOR AND INDUSTRY, TRENTON. DIV. OF EMPLOYMENT SECURITY.
DEPARTMENT OF LABOR, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
JOB GUIDE-56
DIVISION OF PLANNING AND RESEARCH, LABOR AND INDUSTRY BUILDING, P.O. BOX 359, TRENTON, NEW JERSEY 08625 (FREE, UPON REQUEST)
PUB DATE - MAR69 18P.

DESCRIPTORS - JOB TRAINING; *OCCUPATIONAL INFORMATION; *EMPLOYMENT OPPORTUNITIES; OCCUPATIONAL GUIDANCE; VOCATIONAL COUNSELING; EDUCATIONAL NEEDS; *INFORMATION SOURCES; *CHEMICAL TECHNICIANS; LABORATORIES; TRADE AND INDUSTRIAL EDUCATION
IDENTIFIERS - NEW JERSEY

ABSTRACT - PREPARED BY THE STATE DEPARTMENT OF LABOR, THIS GUIDE IS ONE IN A SERIES DESIGNED TO PROVIDE JOB INFORMATION RELATED SPECIFICALLY TO NEW JERSEY. THIS PARTICULAR GUIDE CONCERNS CHEMICAL LABORATORY TECHNICIANS. AN INTRODUCTION PROVIDING BACKGROUND IS FOLLOWED BY INFORMATION ON: (1) THE NATURE OF THE WORK, (2) RELATED OCCUPATIONS, (3) WHERE THESE PEOPLE ARE EMPLOYED, (4) PHYSICAL AND MENTAL REQUIREMENTS, (5) WORKING CONDITIONS, (6) WAGES, HOURS AND BENEFITS, (7) COSTS OF EDUCATION, (8) OPPORTUNITIES FOR ADVANCEMENT,

(9) ORGANIZATIONS AND (10) THE FUTURE OUTLOOK. A BRIEF STATEMENT EXPLAINING HOW TO BECOME A CHEMICAL LABORATORY TECHNICIAN INCLUDING ON-THE-JOB TRAINING, COLLEGE PROGRAMS, AND HIGH SCHOOL AND TECHNICAL SCHOOL PROGRAMS IS GIVEN. SOURCES FOR ADDITIONAL INFORMATION ARE LISTED. (GEB)|

VT 014 060
CASHIER.

NEW JERSEY STATE DEPT. OF LABOR AND INDUSTRY, TRENTON. DIV. OF EMPLOYMENT SECURITY.
DEPARTMENT OF LABOR, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
JOB GUIDE-52
DIVISION OF PLANNING AND RESEARCH, LABOR AND INDUSTRY BUILDING, P. O. BOX 359, TRENTON, NEW JERSEY 08625 (FREE, UPON REQUEST)
PUB DATE - NOV68 14P.

DESCRIPTORS - *BUSINESS EDUCATION; *OCCUPATIONAL INFORMATION; *OCCUPATIONAL GUIDANCE; *OFFICE OCCUPATIONS EDUCATION; JOB TRAINING; EMPLOYMENT OPPORTUNITIES; VOCATIONAL COUNSELING; EDUCATIONAL NEEDS; INFORMATION SOURCES
IDENTIFIERS - NEW JERSEY; CASHIERS

ABSTRACT - PREPARED BY THE STATE DEPARTMENT OF LABOR, THIS GUIDE IS ONE IN A SERIES DESIGNED TO PROVIDE JOB INFORMATION RELATED SPECIFICALLY TO NEW JERSEY. THIS PARTICULAR GUIDE CONCERNS THE CASHIER. AN INTRODUCTION PROVIDING BACKGROUND IS FOLLOWED BY INFORMATION ON: (1) THE NATURE OF THE WORK, (2) RELATED OCCUPATIONS, (3) WHERE THESE PEOPLE ARE EMPLOYED, (4) PHYSICAL AND MENTAL REQUIREMENTS, (5) WORKING CONDITIONS, (6) WAGES, HOURS AND BENEFITS, (7) COSTS OF EDUCATION, (8) OPPORTUNITIES FOR ADVANCEMENT, (9) ORGANIZATIONS, AND (10) THE FUTURE OUTLOOK. A BRIEF STATEMENT EXPLAINING HOW TO BECOME A CASHIER IS GIVEN. SOURCES FOR ADDITIONAL INFORMATION ARE LISTED. (JS)|

VT 014 067
WOODIN, RALPH J., ED., AND OTHERS
CONSUMER EDUCATION IN AGRICULTURE. THE VOCATIONAL AGRICULTURE SUPPLEMENT TO THE CONSUMER EDUCATION CURRICULUM GUIDE FOR OHIO.

OHIO STATE DEPT. OF EDUCATION, COLUMBUS. DIV. OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 95P.

DESCRIPTORS - *CURRICULUM GUIDES; *TEACHING GUIDES; *AGRICULTURAL EDUCATION; *VOCATIONAL AGRICULTURE; *CONSUMER EDUCATION; *CONSUMER ECONOMICS; *AGRIBUSINESS; *SECONDARY GRADES

ABSTRACT - DEVELOPED BY VOCATIONAL AGRICULTURE TEACHERS WITH THE AID OF STATE AGRICULTURAL EDUCATION STAFF, THIS SUPPLEMENT TO VT 012 356 (AIM SUMMER 1971) IS INTENDED TO ASSIST OHIO TEACHERS IN IMPROVING HIGH SCHOOL VOCATIONAL AGRICULTURE CURRICULUMS BY INCORPORATING APPROPRIATE SEGMENTS OF CONSUMER EDUCATION. CONTENTS INCLUDE SIX UNITS, COVERING: (1) THE ECONOMIC SYSTEM, (2) INCOME PROCUREMENT, (3) CONSUMER ALTERNATIVES, (4) CONSUMER BEHAVIOR DETERMINANTS, (5) ROLES, RIGHTS, AND RESPONSIBILITIES, AND (6) COMMUNITY RESOURCES, WITH UNITS SET UP IN AN OUTLINE FORMAT CONSISTING OF OBJECTIVES, CONCEPTS, GRADE LEVEL, SUGGESTED LEARNING AND EVALUATION EXPERIENCES, AND SUGGESTED RESOURCES. SEVERAL OF THE UNITS ALSO INCLUDE ILLUSTRATIONS WHICH MAY BE USED AS TRANSPARENCY MASTERS FOR OVERHEAD PROJECTION. A SELECTED BIBLIOGRAPHY IS PROVIDED AND SUGGESTED TEACHING PLANS FOR SEVEN AREAS OF CONSUMER EDUCATION IN AGRICULTURE ARE APPENDED. (AW)|

VT 014 131
LUDWIG, AMBER C.
PORTABLE APPLIANCES; THEIR SELECTION, USE AND CARE.

SEARS, ROEBUCK AND CO., CHICAGO, ILL. CONSUMER INFORMATION SERVICES
MF AVAILABLE IN VT_ERIC SET.

ASSOCIATION-STERLING FILMS, INC.,
512 BURLINGTON AVENUE, LAGRANGE,
ILLINOIS 60525 ($5.00)
PUB DATE - 71 177P.

DESCRIPTORS - *RESOURCE MATERIALS; *HOME ECONOMICS EDUCATION; *CONSUMER EDUCATION; ILLUSTRATIONS; STUDY GUIDES; *AUDIOVISUAL AIDS; TRANSPARENCIES; *TEACHING GUIDES; INSTRUCTIONAL AIDS
IDENTIFIERS - *PORTABLE APPLIANCES

ABSTRACT - THIS PUBLICATION WAS PREPARED THROUGH THE EFFORTS OF SEARS, ROEBUCK AND COMPANY CONSUMER INFORMATION SERVICES TO SERVE AS A COMPREHENSIVE RESOURCE MANUAL AND SOURCE OF VISUAL AIDS FOR HOME FURNISHINGS, MANAGEMENT, AND EQUIPMENT SPECIALISTS AND INSTRUCTORS, AND CONSUMER EDUCATORS PRESENTING CONSUMER EDUCATION PROGRAMS. CONTENTS PROVIDE GENERAL INFORMATION ON SUCH SUBJECTS AS ADEQUATE ELECTRICAL WIRING, WATTAGE REQUIREMENTS, ELECTRICAL TERMS, AND APPLIANCE SAFETY, FOLLOWED BY BRIEF COLOR-ILLUSTRATED DESCRIPTIONS FOR 35 PORTABLE APPLIANCES, INCLUDING POINTS TO CONSIDER WHEN BUYING, USING, AND CARING FOR EACH APPLIANCE. THE FINAL SECTION OF THE MANUAL IS A STUDY GUIDE PRESENTING: (1) CONCEPTS AND GENERALIZATIONS TO BE DEVELOPED, SUGGESTED LEARNING EXPERIENCES, DISCUSSION QUESTIONS, AND CLASSROOM ACTIVITIES AND ASSIGNMENTS, (2) A LISTING OF SUPPLEMENTARY MATERIALS AND MATERIAL SOURCES, AND (3) ILLUSTRATIONS WHICH MAY BE USED TO PRODUCE TRANSPARENCIES FOR OVERHEAD PROJECTION. (AW)|

VT 014 146
HEINTZ, AMY D., COMP.
CONSUMER EDUCATION.

NEVADA STATE DEPT. OF EDUCATION, CARSON CITY. DIV. OF VOCATIONAL-TECHNICAL AND ADULT EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 216P.

DESCRIPTORS - *CONSUMER EDUCATION; HOME ECONOMICS EDUCATION; *CURRICULUM GUIDES; HOME MANAGEMENT; MONEY MANAGEMENT; LEARNING ACTIVITIES; BIBLIOGRAPHIES

ABSTRACT - THIS CURRICULUM GUIDE IS FOR TEACHER USE IN PLANNING A 1-SEMESTER CONSUMER EDUCATION PROGRAM FOR STUDENTS FROM JUNIOR HIGH SCHOOL THROUGH ADULT LEVELS. UNITS ARE (1) THE CONSUMER IN OUR SOCIETY, (2) CONSUMER DECISION-MAKING, (3) MONEY AND DEMOCRACY IN HOME MANAGEMENT, (4) CONSUMER CREDIT AND BORROWING MONEY, (5) FOOD SHOPPING AT HOME AND IN THE MARKET, (6) FAMILY CLOTHING, (7) FAMILY TRANSPORTATION, (8) BUYING HEALTH CARE AND SERVICES, (9) BUYING PROTECTION, (10) SAVINGS AND INVESTMENTS, (11) CONSUMER PROTECTION, (12) A HOME FOR YOUR FAMILY, (13) FURNISHINGS FOR THE HOME, AND (14) RECREATION AND LEISURE. EACH UNIT CONTAINS OBJECTIVES, LEARNING ACTIVITIES, CONCEPTS, AND RESOURCES. A BIBLIOGRAPHY OF TEACHING MATERIALS IS INCLUDED. (SB)|

VT 014 147
LYNCH, RICHARD L.;WHITE, THOMAS R.
TRAINING PLANS FOR HIGH SCHOOL COOPERATIVE DISTRIBUTIVE EDUCATION PROGRAMS: A DEVELOPMENTAL PROJECT.

INDIANA UNIV., BLOOMINGTON. DIV. OF VOCATIONAL EDUCATION.
INDIANA STATE DEPT. OF PUBLIC INSTRUCTION, INDIANAPOLIS. DIV. OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 97P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; RESOURCE MATERIALS; INSTRUCTOR COORDINATORS; PROGRAM DEVELOPMENT; *ON THE JOB TRAINING; COOPERATIVE EDUCATION; *EDUCATIONAL PLANNING; MANUALS; *SCHOOL INDUSTRY RELATIONSHIP; *TEACHING GUIDES

ABSTRACT - PREPARED BY TEACHER EDUCATORS, WITH THE AID OF PROJECT PARTICIPANTS, THIS MANUAL INCLUDES 19 TRAINING PLANS FOR USE IN PLANNING AND CONDUCTING THE WORK EXPERIENCE OF DISTRIBUTIVE EDUCATION STUDENTS. PRESENTED IN OUTLINE FORMAT EACH TRAINING PLAN

SUGGESTS LEARNING ACTIVITIES, APPROXIMATES TIME, AND PROVIDES SPACE FOR EVALUATION AND INDIVIDUAL STUDY ASSIGNMENTS. SPECIFIC PLANS COVER AREAS SUCH AS: (1) ADVERTISING SERVICES, (2) AUTOMOTIVE, (3) FLORISTRY, (4) FOOD SERVICES, (5) HOME FURNISHINGS, (6) HOTEL AND LODGING, (7) PETROLEUM, AND (8) TRANSPORTATION. INCLUDED IN THIS TEACHING GUIDE IS A SUMMARY OF REPLIES TO AN INFORMAL SURVEY CONCERNING THE USE OF THE TRAINING PLANS THAT WERE RECEIVED FROM 42 STATE SUPERVISORS OF DISTRIBUTIVE EDUCATION. (JS)|

VT 014 192 ED 058 392
BERRY, SUZANNE
ESTABLISHING A TRAINING PROGRAM FOR CHILD CARE WORKERS: A GUIDE FOR TEACHERS.

OHIO STATE UNIV., COLUMBUS. CENTER FOR VOCATIONAL AND TECHNICAL EDUCATION.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
EDRS PRICE MF-$0.65 HC-$3.29.
INF-SER-52
PUB DATE - 71

DESCRIPTORS - HOME ECONOMICS EDUCATION; *OCCUPATIONAL HOME ECONOMICS; *GUIDELINES; *CHILD CARE WORKERS; CHILD CARE OCCUPATIONS; EDUCATIONAL PROGRAMS; *PROGRAM DEVELOPMENT; *JOB TRAINING; PROGRAM DESCRIPTIONS; CURRICULUM MATERIALS; ANNOTATED BIBLIOGRAPHIES; SUBPROFESSIONALS; DAY CARE SERVICES; CHILD CARE CENTERS

ABSTRACT - THE CRITICAL SHORTAGE OF CHILD CARE PERSONNEL TRAINED TO WORK WITH CHILDREN FROM INFANCY THROUGH ADOLESCENCE CALLS FOR THE CREATION OF TRAINING PROGRAMS AT THE SUBPROFESSIONAL LEVEL. INTENDED FOR DAY CARE AND CHILD WELFARE AGENCY PERSONNEL, TEACHERS, AND OTHERS INTERESTED IN TRAINING CHILD CARE WORKERS, THIS PUBLICATION OFFERS GUIDELINES FOR USE IN ESTABLISHING SUCH PROGRAMS AT THE SECONDARY, POST-SECONDARY, OR ADULT TRAINING LEVEL. THE GUIDELINES, WHICH WERE DEVELOPED FROM A REVIEW OF CURRICULUM MATERIALS AND TRAINING PROGRAMS SPECIFICALLY FOR CHILD CARE WORKERS, ARE ORGANIZED UNDER THESE CATEGORIES: (1) GENERAL CONSIDERATIONS, (2) PROGRAM OBJECTIVES, (3) ADVISORY COMMITTEE, (4) PROGRAM STAFFING, (5) PROGRAM DIRECTOR AND TEACHER QUALIFICATIONS, (6) PROGRAM FUNDING AND COSTS, (7) TRAINEE SELECTION, (8) CURRICULUM, (9) FACILITIES AND EQUIPMENT, (10) ESTABLISHING AND OPERATING A CHILD CARE LABORATORY, AND (11) EVALUATION, PLACEMENT, AND FOLLOWUP. IN ADDITION TO THE GUIDELINES, DESCRIPTIONS OF SEVERAL SECONDARY, POST-SECONDARY, AND ADULT TRAINING PROGRAMS FOR CHILD CARE WORKERS, AND AN ANNOTATED BIBLIOGRAPHY ARE INCLUDED. (AUTHOR)

VT 014 200 ED 056 227
GUIDELINES TO INITIATE AND OPERATE A COOPERATIVE VOCATIONAL EDUCATION PROGRAM.

PENNSYLVANIA STATE DEPT. OF EDUCATION, HARRISBURG. BUREAU OF VOCATIONAL, TECHNICAL AND CONTINUING EDUCATION.
EDRS PRICE MF-$0.65 HC-$3.29.
PUB DATE - 71 83P.

DESCRIPTORS - *VOCATIONAL EDUCATION; *COOPERATIVE EDUCATION; *PROGRAM PLANNING; *PROGRAM DEVELOPMENT; GUIDELINES; *MANUALS; ADMINISTRATIVE ORGANIZATION; EMPLOYMENT PRACTICES; FINANCIAL SUPPORT; RECORDS (FORMS); SECONDARY GRADES

ABSTRACT - PREPARED BY THE STATE DEPARTMENT OF VOCATIONAL EDUCATION, THIS HANDBOOK IS FOR SCHOOL ADMINISTRATORS, COORDINATORS AND TEACHERS TO USE IN PLANNING, ESTABLISHING AND CONDUCTING COOPERATIVE VOCATIONAL EDUCATION PROGRAMS. THE BASIC PURPOSE OF THE COOPERATIVE PROGRAM IS TO PROVIDE OCCUPATIONAL TRAINING THROUGH THE USE OF BUSINESS AND INDUSTRIAL CONCERNS. PROBLEMS CONNECTED WITH SUCH A PROGRAM INCLUDE: (1) PROGRAM ORGANIZATION AND ESTABLISHMENT, (2) PROGRAM GUIDELINES, (3) LAW, RULES, AND REGULATIONS FOR EMPLOYMENT, (4) ADMINISTRATION AND SUPERVISION, (5) FINANCING THE PROGRAM, AND (6) EVALUATION. INFORMATION CONCERNING PROCEDURES AND SAMPLE FORMS IS APPENDED. (GEB)

VT 014 215

THE CARE AND CLEANING OF HOUSEKEEPING EQUIPMENT AND THE STORAGE ROOM IN HEALTH FACILITIES. A PROGRAMMED COURSE FOR HOUSEKEEPING PERSONNEL.

PUBLIC HEALTH SERVICE, ROCKVILLE, MD. HEALTH CARE FACILITIES SERVICE.
MF AVAILABLE IN VT-ERIC SET.
PHS-PUB-930-C-20
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402 (HE 20.2511:C20 $.75)
PUB DATE - MAR71 59P.

DESCRIPTORS - *HEALTH OCCUPATIONS EDUCATION; *PROGRAMED TEXTS; PROGRAMED INSTRUCTION; *HEALTH FACILITIES; *MAIDS; HEALTH PERSONNEL; *CLEANING; DISEASE CONTROL; SUBPROFESSIONALS; TESTS; ANSWER KEYS

ABSTRACT - DEVELOPED UNDER CONTRACT, FIELD TESTED IN A CROSS-SECTION OF HEALTH FACILITIES, AND REVISED, THIS PROGRAMMED TEXT CONTAINS INFORMATION FOR TEACHING HEALTH FACILITY HOUSEKEEPING PERSONNEL TECHNIQUES AND IMPORTANCE OF KEEPING EQUIPMENT AND STORAGE ROOMS CLEAN. EXAMINATIONS AND ANSWER KEYS ACCOMPANY THE MATERIALS. A COMPANION DOCUMENT IS AVAILABLE AS VT 014 216 IN THIS ISSUE. (SB)|

VT 014 216

PRINCIPLES OF INFECTION CONTROL IN HEALTH FACILITIES; A PROGRAMMED COURSE FOR HOUSEKEEPING PERSONNEL.

PUBLIC HEALTH SERVICE (DHEW), ROCKVILLE, MD. HEALTH CARE FACILITIES SERVICE.
MF AVAILABLE IN VT-ERIC SET.
PHS-PUB-930-C-21
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402 (HE 20.2511:C21 $1.00)
PUB DATE - MAR71 81P.

DESCRIPTORS - *HEALTH OCCUPATIONS EDUCATION; *PROGRAMED TEXTS; PROGRAMED INSTRUCTION; *HEALTH FACILITIES; *MAIDS; HEALTH PERSONNEL; *CLEANING; DISEASE CONTROL; SUBPROFESSIONALS; TESTS; ANSWER KEYS

ABSTRACT - DEVELOPED UNDER CONTRACT, FIELD TESTED IN A CROSS SECTION OF HEALTH FACILITIES, AND REVISED, THIS PROGRAMMED TEXT CONTAINS INFORMATION FOR TEACHING HEALTH FACILITY HOUSEKEEPING PERSONNEL THE IMPORTANCE OF AND TECHNIQUES FOR CONTROLLING INFECTION. AN EXAMINATION AND ANSWER KEY ACCOMPANIES THE MATERIALS. A COMPANION DOCUMENT IS AVAILABLE AS VT 014 215 IN THIS ISSUE. (SB)|

VT 014 320

ELLIS, OWEN H.

THE EMPLOYEE'S ROLE IN THEFT REDUCTION. A DISTRIBUTIVE EDUCATION PRESENTATION.

SOUTH CAROLINA STATE DEPT. OF EDUCATION, COLUMBIA. DISTRIBUTIVE EDUCATION SECTION.;CLEMSON UNIV., S.C. VOCATIONAL EDUCATION MEDIA CENTER.
MF AVAILABLE IN VT-ERIC SET.
VOCATIONAL EDUCATION MEDIA CENTER, CLEMSON UNIVERSITY, CLEMSON, SOUTH CAROLINA 29631 (SLIDES AND ILLUSTRATED SCRIPT $11.50-ALLOW 4 WEEKS FOR DELIVERY)
PUB DATE - 71 19P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *INSTRUCTIONAL MATERIALS; *SCRIPTS; SECONDARY EDUCATION; POST SECONDARY EDUCATION; MERCHANDISING; *SALES WORKERS; *ROLE; RETAILING
IDENTIFIERS - THEFT REDUCTION

ABSTRACT - DEVELOPED BY A DISTRIBUTIVE EDUCATION (DE) TEACHER, THIS DOCUMENT PROVIDES THE SCRIPT PREPARED TO ACCOMPANY 47 SLIDES ON THEFT REDUCTION. DESIGNED PRIMARILY FOR USE ON THE SECONDARY

LEVEL, IT IS RECOMMENDED THAT AT LEAST 3 DAYS BE ALLOWED FOR INSTRUCTIONAL PURPOSES. HOWEVER, IT SHOULD BE NOTED THAT THESE MATERIALS ALSO CAN BE USED IN POST-SECONDARY PROGRAMS AND WITH LOCAL MERCHANTS AND CHAMBER GROUPS. TOPICS COVERED BY THE SCRIPT INCLUDE: (1) FREQUENCY OF SHOPLIFTING, (2) FACTS, (3) THE PROFESSIONAL GREETING OF CUSTOMERS, (4) OVER SURVEILLANCE: A COMMON ERROR, (5) COOPERATION WITH POLICE AND COURTS, (6) DRESSING ROOM SURVEILLANCE, (7) REGISTER VIGILANCE, AND (8) CUSTOMERS WITH OPEN PACKAGES. (JS)|

VT 014 336
GUIDELINES--COOPERATIVE OCCUPATIONAL-VOCATIONAL EDUCATION AND WORK-STUDY PROGRAMS.

DELAWARE STATE DEPT. OF PUBLIC INSTRUCTION, DOVER. DIV. OF CAREER EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
COVEP-1
PUB DATE - 15SEP70 123P.

DESCRIPTORS - *VOCATIONAL EDUCATION; *COOPERATIVE EDUCATION; *PROGRAM DEVELOPMENT; *GUIDELINES; PROGRAM IMPROVEMENT; *WORK STUDY PROGRAMS; PROGRAM ADMINISTRATION; CHILD LABOR LAWS; RESOURCE MATERIALS; SCHOOL INDUSTRY RELATIONSHIP; VOCATIONAL COUNSELING

ABSTRACT - IN AN EFFORT TO ENCOURAGE THE DEVELOPMENT OF ADDITIONAL COOPERATIVE EDUCATION AND WORK-STUDY PROGRAMS, THESE GUIDELINES WERE PREPARED FOR USE BY ADMINISTRATORS, COORDINATORS, COUNSELORS, AND TEACHERS. INFORMATION CONCERNING COOPERATIVE EDUCATION PROGRAMS COVER TOPICS SUCH AS: (1) WHERE COOPERATIVE EDUCATION PROGRAMS MAY BE USED, (2) EMPLOYER BENEFITS, (3) INDUSTRY'S ROLE, (4) STUDENT TRANSPORTATION, AND (5) CHILD LABOR LAWS. INFORMATION PROVIDED ON WORK-STUDY PROGRAMS INCLUDES: (1) TYPE OF WORK STUDENT MAY PERFORM, (2) STUDENT PARTICIPATION, (3) LIMITATIONS-HOURS AND COMPENSATION, AND (4) SUPERVISION AND COORDINATION. THE APPENDIX PROVIDES RESOURCE MATERIALS SUCH AS FORMS FOR TRAINING AGREEMENTS, EMPLOYER FOLLOW-UP, AND EMPLOYER AND STUDENT REPORTS. A GUIDE TO CHILD LABOR PROVISIONS OF THE FAIR LABOR STANDARDS ACT IS BOUND WITHIN THE DOCUMENT. (JS)|

VT 014 337
BURKETT, B. VERNER
LOCATING AND SECURING A JOB.

SOUTH CAROLINA STATE DEPT. OF EDUCATION, COLUMBIA. TRADE AND INDUSTRIAL EDUCATION SECTION.;CLEMSON UNIV., S.C. VOCATIONAL EDUCATION MEDIA CENTER.
MF AVAILABLE IN VT-ERIC SET.
VOCATIONAL EDUCATION MEDIA CENTER, CLEMSON UNIVERSITY, CLEMSON, SOUTH CAROLINA 29631 ($0.50)
PUB DATE - 70 35P.

DESCRIPTORS - *VOCATIONAL EDUCATION; MANUALS; JOB PLACEMENT; *HIGH SCHOOL STUDENTS; *JOB APPLICATION; *BEHAVIOR; GUIDELINES; *EMPLOYMENT INTERVIEWS

ABSTRACT - PREPARED BY A MEDIA CENTER STAFF, THIS MANUAL IS FOR STUDENT USE IN LEARNING HOW TO SECURE A JOB. THE UNIT WAS WRITTEN PRIMARILY FOR HIGH SCHOOL STUDENTS WHO ARE ENROLLED IN A VOCATIONAL EDUCATION COURSE. TOPICS INCLUDE: (1) SECURING A JOB, (2) DECIDING WHAT KIND OF WORK YOU WOULD LIKE TO DO, (3) LOCATING JOB OPENINGS, (4) DECIDING WHERE YOU WOULD LIKE TO WORK AND ARRANGING FOR A JOB INTERVIEW, (5) FILLING IN THE JOB APPLICATION, (6) BEING INTERVIEWED, AND (7) ACCEPTING OR REFUSING THE JOB. SAMPLE LETTERS, PROPER DRESS HABITS AND QUESTIONS ARE GIVEN. (GEB)|

VT 014 338
CAMPBELL, BROY SHEALY
RETAIL CREDIT TRANSPARENCIES.

SOUTH CAROLINA STATE DEPT. OF EDUCATION, COLUMBIA. OFFICE OF VOCATIONAL EDUCATION.;CLEMSON UNIV., S.C. VOCATIONAL EDUCATION

MEDIA CENTER.
MF AVAILABLE IN VT-ERIC SET.
VOCATIONAL EDUCATION MEDIA CENTER, CLEMSON UNIVERSITY, CLEMSON, SOUTH CAROLINA 29631 ($1.50)
PUB DATE - 71 21P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; *RETAILING; *CREDIT (FINANCE); *TRANSPARENCIES; SECONDARY EDUCATION; VOCATIONAL EDUCATION; AREA VOCATIONAL SCHOOLS

ABSTRACT - DEVELOPED BY DISTRIBUTIVE EDUCATION (DE) TEACHERS, THESE TRANSPARENCIES WERE PREPARED FOR USE IN EITHER SECONDARY SCHOOLS OR AREA VOCATIONAL CENTERS. THE 18 TRANSPARENCIES IN THE FOLDER TREAT RETAIL CREDIT TOPICS SUCH AS: (1) WHAT IS CREDIT?, (2) TWO KINDS OF CREDIT, (3) ADVANTAGES OF CREDIT EXTENSION--LARGER SALES, (4) ADVANTAGES OF CREDIT EXTENSION--ATTRACT CUSTOMERS, (5) DISADVANTAGES OF EXTENDING CREDIT--COLLECTION COSTS AND LOSSES, (6) ADVANTAGES OF INSTALLMENT CREDIT, (7) HOW A BANK CREDIT CARD SYSTEM OPERATES, AND (8) KEYS TO GOOD CREDIT. THESE READY-TO-USE TRANSPARENCIES WERE PREPARED USING TWO COLORS--RED AND BLACK. A RELATED DOCUMENT IS AVAILABLE AS VT 014 339 (IN THIS ISSUE). (JS)|

VT 014 339
CAMPBELL, BROY SHEALY
RETAIL CREDIT.

SOUTH CAROLINA STATE DEPT. OF EDUCATION, COLUMBIA. DISTRIBUTIVE EDUCATION SECTION.;CLEMSON UNIV., S.C. VOCATIONAL EDUCATION MEDIA CENTER.
MF AVAILABLE IN VT-ERIC SET.
VOCATIONAL EDUCATION MEDIA CENTER, CLEMSON UNIVERSITY, CLEMSON, SOUTH CAROLINA 29631 ($3.00)
PUB DATE - 70 58P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; *TEACHING GUIDES; *RETAILING; *CREDIT (FINANCE); CONSUMER ECONOMICS; EDUCATIONAL OBJECTIVES; SECONDARY EDUCATION; *TEACHING TECHNIQUES

ABSTRACT - DEVELOPED BY A DISTRIBUTIVE EDUCATION TEACHER, THIS TEACHING GUIDE SUGGESTS MATERIAL FOR COURSE CONTENT IN DISTRIBUTIVE EDUCATION II CLASSES ON THE SECONDARY LEVEL. ARRANGED IN OUTLINE FORMAT, THE GUIDE INCLUDES FOUR UNITS ON RETAIL CREDIT WHICH ARE: (1) CONSUMER CREDIT IN TODAY'S ECONOMY, (2) RETAIL CREDIT POLICIES AND PROCEDURES, (3) CONTROLLING AND COLLECTING CREDIT ACCOUNTS, AND (4) THE INDIVIDUAL'S CREDIT RECORD. EACH UNIT CONTAINS TEACHING OBJECTIVES, SUGGESTED RESOURCE MATERIALS, A UNIT REVIEW, AND SUGGESTED TEST QUESTIONS. A SET OF TRANSPARENCIES DEVELOPED TO ACCOMPANY THIS GUIDE IS AVAILABLE AS VT 014 338 (IN THIS ISSUE). (JS)|

VT 014 341
VON GUNTEN, JANE ELLEN
PRINTED RESOURCES FOR FASHION COORDINATION INSTRUCTION. DISTRIBUTIVE EDUCATION REPORT.

WISCONSIN UNIV., MADISON. DISTRIBUTIVE EDUCATION OFFICE.;WISCONSIN STATE BOARD OF VOCATIONAL, TECHNICAL, AND ADULT EDUCATION, MADISON.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - NOV70 31P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *MERCHANDISING; *BIBLIOGRAPHIES; *CURRICULUM DEVELOPMENT; PROGRAM DEVELOPMENT; *RESOURCE MATERIALS; POST SECONDARY EDUCATION; RETAILING

ABSTRACT - INCLUDED IN THIS DOCUMENT IS A BIBLIOGRAPHY OF MATERIALS USEFUL IN TEACHING FASHION COORDINATION. EMERGING AS A SUBJECT AREA IN POST SECONDARY DISTRIBUTIVE EDUCATION (DE), FASHION COORDINATION IS DEFINED AS INVOLVING THOSE PROMOTIONAL AND SALES SUPPORTING ACTIVITIES DESIGNED TO: (1) AID IN SELLING FASHION MERCHANDISE AT ALL PRICE

LEVELS THROUGHOUT THE STORE, (2) INCREASE THE STORE'S FASHION PRESTIGE, (3) EXECUTE STORE FASHION PROMOTIONS, AND (4) COORDINATE FASHIONS WITHIN THE STORE. LISTINGS IN THE BIBLIOGRAPHY ARE ARRANGED ALPHABETICALLY BY AUTHOR IN THE FOLLOWING CATEGORIES: BOOKS, PERIODICALS, AND SPECIAL AIDS. INDIVIDUAL ENTRIES INCLUDE THE AUTHOR AND PUBLISHER'S ADDRESS AND ARE CODED ACCORDING TO THE RESEARCH METHOD USED TO LOCATE THE DOCUMENT. THIS BIBLIOGRAPHY OF RESOURCE MATERIALS SHOULD BE USEFUL TO POST SECONDARY DE TEACHERS INVOLVED IN PROGRAM AND CURRICULUM PLANNING. (JS)|

VT 014 350
JOHNSON, EVELYN H., AND OTHERS
FOOD AND NUTRITION--SUPPLEMENTAL LESSONS FOR TRAINING EXTENSION AIDES. FOOD BUYING.

DEPARTMENT OF AGRICULTURE, WASHINGTON, D.C. EXTENSION SERVICE.
MF AVAILABLE IN VT-ERIC SET.
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402 ($0.60)
PUB DATE - JUL71 65P.

DESCRIPTORS - *HOME ECONOMICS EDUCATION; *TEACHING GUIDES; *FOODS INSTRUCTION; NUTRITION INSTRUCTION; ON THE JOB TRAINING; EXTENSION AGENTS; *EXTENSION EDUCATION; ADULT VOCATIONAL EDUCATION; FAMILY MANAGEMENT; BIBLIOGRAPHIES; SERVICE WORKERS

ABSTRACT - THIS BOOKLET OF SUPPLEMENTAL LESSONS ON BUYING FOOD IS DESIGNED FOR USE BY TRAINER AGENTS IN ON-THE-JOB TRAINING OF EXTENSION AIDES TO PROVIDE THEM WITH INFORMATION ABOUT FOOD NEEDS OF FAMILY MEMBERS AND WITH TEACHING METHODS TO USE IN HELPING FAMILIES. LESSONS COVER: (1) SHOPPING WITH KNOW-HOW, (2) KEEPING FOOD SAFE TO EAT, (3) MILK, EGGS, AND CHEESE, (4) DRY BEANS, PEAS, AND NUTS, (6) FRUIT AND VEGETABLES, (7) BREADS, CEREALS, PASTA, AND RICE, (8) CONVENIENCE FOODS, AND (9) VISIT TO A FOOD STORE. PURPOSES, PRESENTATION SUGGESTIONS, LEARNING ACTIVITIES, REFERENCES, AND AUDIOVISUAL MATERIALS ACCOMPANY EACH LESSON. AN INTRODUCTORY SECTION PROVIDES ADDITIONAL SUGGESTIONS FOR THE TRAINER AGENT AND LISTS RECOMMENDED REFERENCES. RELATED BOOKLETS ARE AVAILABLE AS VT 012 840 - VT 012 843 (AIM FALL 1971). (SB)|

VT 014 351
FOOD DISTRIBUTION--"THE SUPERMARKET," TRANSPARENCIES.

SOUTH CAROLINA STATE DEPT. OF EDUCATION, COLUMBIA. OFFICE OF VOCATIONAL EDUCATION.;CLEMSON UNIV., S.C. VOCATIONAL EDUCATION MEDIA CENTER.
MF AVAILABLE IN VT-ERIC SET.
VOCATIONAL EDUCATION MEDIA CENTER, CLEMSON UNIVERSITY, CLEMSON, SOUTH CAROLINA 29631 ($2.25)
PUB DATE - 71 23P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; SECONDARY EDUCATION; *TRANSPARENCIES; AREA VOCATIONAL SCHOOLS; *INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; MARKETING; *FOOD SERVICE OCCUPATIONS; *ENTRY WORKERS; OCCUPATIONAL INFORMATION; CAREER PLANNING; VOCATIONAL COUNSELING

ABSTRACT - DEVELOPED BY DISTRIBUTIVE EDUCATION (DE) TEACHERS, THESE TRANSPARENCIES WERE PREPARED FOR USE WITH A COMPANION DOCUMENT TITLED FOOD DISTRIBUTION--THE SUPERMARKET--ENTRY OCCUPATION. USEFUL IN SECONDARY SCHOOLS AND AREA VOCATIONAL CENTERS THE 19 TRANSPARENCIES COVER SUCH TOPICS AS: (1) STORE ORGANIZATION PLAN, (2) CHANNELS OF DISTRIBUTION, (3) LADDER OF SUCCESS, (4) THE BAG BOY, (5) THE CHECKER, (6) COMMON CHECK-OUT ERRORS, (7) STOCKMAN - UTILITY MAN - POOR, AND (8) CONSUMERISM. THE RELATED DOCUMENT IS AVAILABLE AS VT 014 352 IN THIS ISSUE. (JS)|

VT 014 352
FOOD DISTRIBUTION--"THE SUPERMARKET" ENTRY OCCUPATIONS.

SOUTH CAROLINA STATE DEPT. OF EDUCATION, COLUMBIA. DISTRIBUTIVE EDUCATION SECTION.;CLEMSON UNIV., S.C. VOCATIONAL EDUCATION MEDIA CENTER.
MF AVAILABLE IN VT-ERIC SET.
VOCATIONAL EDUCATION MEDIA CENTER, CLEMSON UNIVERSITY, CLEMSON, SOUTH CAROLINA 29631 ($1.00)
PUB DATE - 71 54P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *OCCUPATIONAL INFORMATION; *ENTRY WORKERS; *FOOD SERVICE OCCUPATIONS; SECONDARY EDUCATION; *MANUALS; INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; AREA VOCATIONAL SCHOOLS; CAREER PLANNING; VOCATIONAL COUNSELING

ABSTRACT - DEVELOPED BY DISTRIBUTIVE EDUCATION TEACHERS, THIS MANUAL WAS PREPARED TO HELP COORDINATORS PROVIDE STUDENTS WITH OCCUPATIONAL INFORMATION CONCERNING THE FOOD SERVICE INDUSTRY. USEFUL IN EITHER SECONDARY SCHOOLS OR AREA VOCATIONAL CENTERS, THE MANUAL PROVIDES INFORMATION ON SUCH TOPICS AS: (1) HOW THE FOOD INDUSTRY COMPARES WITH OTHER INDUSTRIES, (2) HISTORY AND DEVELOPMENT OF THE SUPERMARKET, (3) STORE ORGANIZATION PLAN, (4) CHANNELS OF DISTRIBUTION, (5) PACKAGING, AND (6) A SAMPLE OF BENEFITS IN FOOD DISTRIBUTION CAREERS. THE DOCUMENT INCLUDES NUMEROUS ILLUSTRATIONS, JOB DESCRIPTIONS, DISCUSSION QUESTIONS, AND TESTS. TELATED TRANSPARENCIES ARE AVAILABLE AS VT 014 351 IN THIS ISSUE. (JS)

VT 014 353 ED 057 235
LEE, JASPER S.
OCCUPATIONAL ORIENTATION; AN INTRODUCTION TO THE WORLD OF WORK.

MISSISSIPPI RESEARCH COORDINATING UNIT FOR VOCATIONAL-TECHNICAL EDUCATION, STATE COLLEGE.;MISSISSIPPI STATE DEPT. OF EDUCATION, JACKSON. DIV. OF VOCATIONAL AND TECHNICAL EDUCATION.
EDRS PRICE MF-$0.65 HC-$9.87.
PUB DATE - 71 213P.

DESCRIPTORS - *VOCATIONAL EDUCATION; *CAREER PLANNING; *CAREER EDUCATION; *STUDY GUIDES; INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; TEACHING TECHNIQUES; COURSE ORGANIZATION; OCCUPATIONAL INFORMATION
IDENTIFIERS - *OCCUPATIONAL EXPLORATION; WORLD OF WORK

ABSTRACT - DEVELOPED BY CURRICULUM COORDINATING UNIT STAFF, THIS STUDY GUIDE WAS DESIGNED FOR USE BY STUDENTS IN OCCUPATIONAL ORIENTATION CLASSES. INTENDED TO SERVE AS A CENTRAL CORE AROUND WHICH CLASS ACTIVITIES MAY BE STRUCTURED, THE GUIDE INCLUDES 17 UNITS ON TOPICS SUCH AS: (1) DETERMINING THE IMPORTANCE OF WORK, (2) UNDERSTANDING THE PRESENT WORLD OF WORK, (3) PREPARING FOR A CAREER, (4) EXPLORING OUTDOOR OCCUPATIONS, (5) EXPLORING SCIENCE OCCUPATIONS, (6) EXPLORING ARTS AND ENTERTAINMENT OCCUPATIONS, (7) LOCATING AND APPLYING FOR A JOB, (8) SELECTING A CAREER, AND (9) WORKING ON THE JOB. EACH UNIT INCLUDES PERTINENT BACKGROUND INFORMATION, REVIEW QUESTIONS, AND SUGGESTED ACTIVITIES. IT IS HOPED THIS MATERIAL WILL HELP STUDENTS MAKE INTELLIGENT CAREER PLANS AND DECISIONS. THIS PUBLICATION IS A REVISION OF ED 050 279 (VT 013 079, AIM FALL 1971). (JS)

VT 014 366 ED 057 240
HOMEMAKING HANDBOOK FOR VILLAGE WORKERS IN MANY COUNTRIES.

DEPARTMENT OF AGRICULTURE, WASHINGTON, D.C. EXTENSION SERVICE.;AGENCY FOR INTERNATIONAL DEVELOPMENT (DEPT. OF STATE), WASHINGTON, D.C.
EDRS PRICE MF-$0.65 HC-$9.87.
PA-953
PUB DATE - MAR71 232P.

DESCRIPTORS - *HOME ECONOMICS; *EXTENSION AGENTS; *EXTENSION EDUCATION; *DEVELOPING NATIONS; PROGRAM PLANNING; PROGRAM DEVELOPMENT; TEACHING METHODS; INSTRUCTIONAL AIDS; FINANCIAL SUPPORT; *STUDY GUIDES; FOREIGN COUNTRIES; HOMEMAKING SKILLS;

MANUALS
IDENTIFIERS - VILLAGE WORKERS

ABSTRACT - INTENDED FOR USE BY PERSONNEL IN HOME ECONOMICS EXTENSION, COMMUNITY DEVELOPMENT, CLASSROOM TEACHING, HEALTH EDUCATION, AND OTHER PROGRAMS INVOLVING HOME AND FAMILY LIFE, THIS HANDBOOK CAN SERVE AS A GUIDE FOR THE VILLAGE LEVEL WORKER OR AS A TEACHING AID AND TEXT TO TEACHERS OF VILLAGE LEVEL WORKERS. THE FIRST SECTION DESCRIBES HOW THE VILLAGE WORKER BEGINS, NEED FOR SUPPORT AT THE NATIONAL, PROVINCIAL, AND VILLAGE LEVELS, AND WORKING WITH OTHER AGENCIES AND ORGANIZATIONS. THE SECOND SECTION DESCRIBES WHAT THE VILLAGE WORKER WILL TEACH, WHICH INCLUDES: (1) FOOD AND NUTRITION, (2) GROWING, STORING, AND PRESERVING FOOD, (3) CARING FOR CHILDREN, (4) HEALTH, (5) HOUSING AND HOME IMPROVEMENT, (6) HOUSEKEEPING AND HOME MANAGEMENT, AND (7) CLOTHING. THE FINAL SECTION DISCUSSES HOW THE VILLAGE WORKER WILL TEACH AND PROVIDES STEPS IN PLANNING AND DEVELOPING A PROGRAM, IDENTIFYING AND UTILIZING LOCAL LEADERS, TEACHING METHODS FOR INDIVIDUALS AND GROUPS, AND TEACHING AIDS. THE HANDBOOK CONTAINS A BIBLIOGRAPHY OF SUPPLEMENTARY MATERIALS AND IS PROFUSELY ILLUSTRATED WITH PHOTOGRAPHS AND ILLUSTRATIONS. (SB)

VT 014 373
PERFORMANCE OBJECTIVE HANDBOOK, 1970-71.

ROBERT F. KENNEDY YOUTH CENTER, MORGANTOWN, W. VA. BUREAU OF PRISONS.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 315P.

DESCRIPTORS - TEACHING GUIDE; *VOCATIONAL EDUCATION; *BEHAVIORAL OBJECTIVES; EDUCATIONAL INNOVATION; GRAPHIC ARTS; ELECTRONICS; AEROSPACE TECHNOLOGY; CONSUMER EDUCATION; CHANGING ATTITUDES; *INSTRUCTIONAL MATERIALS; *RESOURCE MATERIALS; PERFORMANCE TESTS
IDENTIFIERS - *PERFORMANCE OBJECTIVES

ABSTRACT - THIS HANDBOOK, DEVELOPED BY THE EDUCATION STAFF UNDER THE DIRECTION OF SUPERVISORS OF EDUCATIONAL SERVICES AT THE CENTER, WAS DESIGNED TO PROMOTE AN AWARENESS OF THE NEED FOR INNOVATION IN A CORRECTIONAL INSTITUTION. BECAUSE MOST OF THE POPULATION IN SUCH INSTITUTIONS ARE SCHOOL DROPOUTS, THEY NEED A NEW APPROACH TO EDUCATION. BEHAVIORALLY STATED OBJECTIVES ARE GIVEN FOR 35 UNITS CATEGORIZED UNDER SEVEN HEADING: (1) PRE-INDUSTRIAL ORIENTATION, (2) AEROSPACE CLUSTER, (3) GRAPHICS CLUSTER, (4) ELECTRONICS CLUSTER, (5) RELATED INFORMATION, (6) SUPPORTIVE INFORMATION, AND (7) SOCIAL EDUCATION. OBJECTIVES ARE STATED FOR SEVERAL ITEMS WITHIN EACH UNIT AND MILESTONES DESIGNATE THE BEGINNING OF EACH NEW ITEM. (GEB)

VT 014 383 ED 058 408
DEMONSTRATION PROGRAMS OF VOCATIONAL EDUCATION IN SOUTH CAROLINA REGION V, INTERIM REPORT AND ATTACHMENTS A-E.

SOUTH CAROLINA REGION 5 EDUCATIONAL SERVICES CENTER, LANCASTER.
BUREAU OF ADULT, VOCATIONAL, AND TECHNICAL EDUCATION (DHEW/OE), WASHINGTON, D.C.
EDRS PRICE MF-$0.65 HC-$9.87.
OEC-0-70-5190(361)
PUB DATE - JUN71 566P.

DESCRIPTORS - *CAREER EDUCATION; *PROGRAM DEVELOPMENT; VOCATIONAL COUNSELING; COOPERATIVE EDUCATION; EDUCATIONAL INNOVATION; *CURRICULUM DEVELOPMENT; ELEMENTARY EDUCATION; SECONDARY EDUCATION; CAREER PLANNING; INTERDISCIPLINARY APPROACH; *DEMONSTRATION PROJECTS; UNDERACHIEVERS; TEACHING GUIDES; PROGRAM DESCRIPTIONS; JOB PLACEMENT; *VOCATIONAL FOLLOWUP; OCCUPATIONAL GUIDANCE
IDENTIFIERS - SOUTH CAROLINA

ABSTRACT - DEVELOPED AS A MULTI-COUNTY EFFORT, THIS PROJECT SOUGHT TO DESIGN MODEL CAREER EDUCATION

PROGRAMS INVOLVING: (1) ELEMENTARY ORIENTATION; (2) WORK EXPERIENCE, [illegible]) INTENSIVE TEACHING, (4) CURRICULUM DEVELOPMENT FOR UNDERACHIEVERS, AND (5) PLACEMENT AND FOLLOWUP. IN ADDITION TO IMPROVING AND EVALUATING VOCATIONAL EDUCATION AT THE 11TH AND 12TH GRADE LEVELS, THE ON-GOING PROJECT IS DEVELOPING AN ELEMENTARY VOCATIONAL ORIENTATION PROGRAM WITH THE PURPOSE OF TEACHING "JOB FAMILY" OCCUPATIONAL OPPORTUNITIES. WHILE THE PROJECT IS ONLY IN ITS FIRST YEAR OF OPERATION, SIGNIFICANT PROGRESS HAS BEEN MADE TO WARRANT THE RECOMMENDATION THAT ALL COMPONENTS BE EXPANDED AND THAT FUNDING BE CONTINUED FOR THE NEXT 2 YEARS. THE SIX DOCUMENTS COMPRISING THIS INTERIM REPORT PROVIDE AN OVERVIEW AND EVALUATION OF THE PROJECT, THE VOCATIONAL INTERDISCIPLINARY PROGRAM (VIP) FOR EACH OF THE FOUR PARTICIPATING SCHOOLS, AND A TEACHING GUIDE TO THE ELEMENTARY CAREER EDUCATION PROGRAM. THE FOUR VIP TEACHING GUIDES OUTLINE INSTRUCTIONAL UNITS AND INCLUDE TEACHING TECHNIQUES FOR THE LABORATORY EXPERIENCE, SCIENCE, MATHEMATICS, AND COMMUNICATIONS. IT IS HOPED THIS PROJECT WILL CONTRIBUTE TO THE DEVELOPMENT OF A CAREER EDUCATION PROGRAM FOR K-12. (JS)

VT 014 390
JARRELL, DAISY R., COMP.
START GETTING THAT JOB NOW; A VOCATIONAL GUIDANCE HANDBOOK, APPENDIX Z TO ANNUAL INTERIM REPORT.

MEMPHIS CITY SCHOOL SYSTEM, TENN.;MEMPHIS COMMUNITY LEARNING LAB., TENN.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 31P.

DESCRIPTORS - *VOCATIONAL COUNSELING; *OCCUPATIONAL INFORMATION; *MANUALS; RESOURCE MATERIALS; *OCCUPATIONAL GUIDANCE; EMPLOYMENT INTERVIEWS; EMPLOYMENT QUALIFICATIONS; *JOB APPLICATION

ABSTRACT - BASED ON INFORMATION TAKEN FROM THE "YOU AND YOUR JOB SERIES", THIS GUIDANCE HANDBOOK WAS PREPARED TO ASSIST STUDENTS IN UNDERSTANDING THE EMPLOYMENT PROCESS AND THE ROLE OF AN EMPLOYEE. THE HANDBOOK IS WRITTEN IN CLEAR, CONCISE LANGUAGE AND COVERS TOPICS SUCH AS: (1) SOME INFORMATION ON JOB FIELDS AND THEIR FUTURE, (2) LEARNING JOB SKILLS, (3) HOW YOU SHOULD LOOK, (4) GETTING THERE, (5) WORDS AND PHRASES TO KNOW, (6) SAMPLE APPLICATION BLANK, (7) THE INTERVIEW, (8) GETTING ALONG WITH THE BOSS, (9) UNIONS AND YOU, AND (10) YOU AND YOURSELF. DEVELOPED AS APPENDIX Z TO AN ANNUAL INTERIM REPORT, THE HANDBOOK ALSO INCLUDES A SAMPLE APPLICATION BLANK. RELATED DOCUMENTS ARE AVAILABLE AS VT 014 391 AND VT 014 392 (ALSO IN THIS ISSUE), AND VT 014 388 AND VT 014 389 (IN ARM VOL. 5, NO. 3). (JS)

VT 014 391
WILLIAMS, GRACE
A CURRICULUM GUIDE FOR OCCUPATIONAL ORIENTATION AND EXPLORATION IN JUNIOR HIGH SCHOOL HOME ECONOMICS AND INDUSTRIAL ARTS. APPENDIX X TO ANNUAL INTERIM REPORT.

MEMPHIS CITY SCHOOL SYSTEM, TENN. DIV. OF VOCATIONAL EDUCATION.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
OEC-0-70-5181
PUB DATE - 71 117P.

DESCRIPTORS - *CAREER EDUCATION; JUNIOR HIGH SCHOOLS; *CAREER PLANNING; VOCATIONAL COUNSELING; *CURRICULUM GUIDES; RESOURCE MATERIALS; *INDUSTRIAL ARTS; *HOME ECONOMICS EDUCATION; OCCUPATIONAL GUIDANCE; TEACHING TECHNIQUES; EDUCATIONAL OBJECTIVES; OCCUPATIONAL CLUSTERS
IDENTIFIERS - *OCCUPATIONAL EXPLORATION

ABSTRACT - DEVELOPED FOR JUNIOR HIGH SCHOOL STUDENTS ENROLLED IN INDUSTRIAL ARTS AND HOME ECONOMICS

CLASSES, THIS CURRICULUM GUIDE IS DESIGNED TO PROVIDE OCCUPATIONAL GUIDANCE IN TERMS OF EMPLOYMENT OPPORTUNITIES AND IN TERMS OF HELPING STUDENTS SELECT A COURSE OF STUDY. ARRANGED IN TABULAR FORMAT, THE COLOR-CODED GUIDE SUGGESTS CONCEPTS TO BE TAUGHT, LEARNING ACTIVITIES AND EXPERIENCES, AND RESOURCE MATERIALS. MAJOR SECTIONS OF THE GUIDE ARE: (1) GENERAL OBJECTIVES, (2) ORIENTATION TO THE WORLD OF WORK, (3) UNDERSTANDING SELF AND OTHERS, (4) CLUSTERS OF OCCUPATIONS IN HOME ECONOMICS, (5) OCCUPATIONS IN MECHANICS AND REPAIRING, (6) OCCUPATIONS IN BUILDING TRADES, AND (7) OCCUPATIONS IN PRINTING (GRAPHIC ARTS). ADDITIONAL INFORMATION IS PROVIDED IN THE APPENDIX WHICH INCLUDES CASE STUDIES, A PERSONALITY INVENTORY, BULLETIN BOARD IDEAS AND SOURCES OF TEACHING AIDS. IT IS SUGGESTED THAT THIS UNIT CAN BE TAUGHT EITHER IN A 3-WEEK BLOCK OR BY INTEGRATING THE CONCEPTS WITH OTHER ACTIVITIES. RELATED DOCUMENTS ARE AVAILABLE AS VT 014 392 AND VT 014 390 (ALSO IN THIS ISSUE) AND VT 014 388 AND VT 014 389 (IN ARM VOL. 5 NO. 3). (JS)|

VT 014 392
THE GENERAL CO-OP CURRICULUM FOR JUNIOR AND SENIOR HIGH SCHOOLS. COURSE OF STUDY OF GENERAL COOPERATIVE EDUCATION. APPENDIX Y TO ANNUAL INTERIM REPORT.

MEMPHIS CITY SCHOOL SYSTEM, TENN. DIV. OF VOCATIONAL EDUCATION.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
OEC-0-70-5181
PUB DATE - JAN71 211P.

DESCRIPTORS - *COOPERATIVE EDUCATION; *OCCUPATIONAL INFORMATION; CAREER PLANNING; JUNIOR HIGH SCHOOLS; SENIOR HIGH SCHOOLS; SECONDARY EDUCATION; *CURRICULUM GUIDES; TEACHER ROLE; RESOURCE MATERIALS; EDUCATIONAL OBJECTIVES; *COURSE CONTENT; TEACHING TECHNIQUES; *OCCUPATIONAL GUIDANCE; ECONOMICS; CONSUMER ECONOMICS

ABSTRACT - DEVELOPED AS PART OF THE JUNIOR AND SENIOR HIGH PHASES OF THE SPAN PROJECT (SYSTEMS PROGRAM APPROACHING NON-UNEMPLOYMENT OF VOCATIONAL STUDENTS), THIS CURRICULUM GUIDE WAS PREPARED TO AID THE TEACHER-COORDINATOR IN PRESENTING GENERAL EMPLOYMENT INFORMATION. ARRANGED IN EIGHT UNITS INFORMATION IS PROVIDED ON: (1) ORIENTATION TO COOPERATIVE EDUCATION, (2) GETTING THAT JOB, (3) YOU AND YOUR ATTITUDE, (4) GENERAL SAFETY, (5) ORGANIZATIONS FOR LABOR AND MANAGEMENT, (6) TAXES AND SOCIAL SECURITY, (7) USING YOUR MONEY WISELY, AND (8) YOU AND YOUR CAREER. ALSO INCLUDED ARE GENERAL OBJECTIVES, REFERENCES, A COURSE OUTLINE, AND A MESSAGE TO THE STUDENT. THE APPENDIX INCLUDES A LESSON PLAN FORM AND A STUDENT EVALUATION FORM. THIS COLOR-CODED GUIDE WAS FIELD TESTED DURING THE SECOND SEMESTER OF THE 1970-71 SCHOOL YEAR. RELATED DOCUMENTS ARE AVAILABLE AS VT 014 391 AND VT 014 390 (ALSO IN THIS ISSUE) AND VT 014 388 AND VT 014 389 (IN ARM VOL. 5 NO. 3). (JS)|

VT 014 402
SHYKORA, MATT M., COMP.
SAFETY.

ALBERTA TEACHERS' ASSOCIATION, (CANADA). INDUSTRIAL ARTS AND VOCATIONAL EDUCATION COUNCIL.
MF AVAILABLE IN VT-ERIC SET.
INDUSTRIAL ARTS AND VOCATIONAL EDUCATION COUNCIL, THE ALBERTA TEACHERS' ASSOCIATION, 11010 - 142 STREET EDMONTON, ALBERTA, CANADA (FREE TO COUNCIL MEMBERS; SPECIAL SALES $2)
PUB DATE - DEC70 79P.

DESCRIPTORS - *SAFETY EDUCATION; *SCHOOL SAFETY; TEACHER RESPONSIBILITY; *INDUSTRIAL EDUCATION; *REFERENCE MATERIALS; *MANUALS; INSTRUCTIONAL MATERIALS; ACCIDENT PREVENTION; INDUSTRIAL ARTS

ABSTRACT - COMPILED BY A SUPERVISOR OF VOCATIONAL EDUCATION, THIS SAFETY MANUAL IS DESIGNED FOR ALL MEMBERS OF THE INDUSTRIAL ARTS AND VOCATIONAL EDUCATION COUNCIL. THE OBJECTIVES OF THE PUBLICATION ARE TO: (1) POINT OUT THE IMPORTANCE AND SIGNIFICANCE OF PROVIDING AN EFFECTIVE AND CONTINUOUS PROGRAM OF SAFETY EDUCATION IN THE SCHOOL LABORATORY, (2) PROVIDE SUGGESTIONS FOR IMPLEMENTING A SAFETY EDUCATION PROGRAM, (3) ASSIST TEACHERS IN DEVELOPING A SAFETY CONSCIOUS ATTITUDE IN STUDENTS, AND (4) MAKE TEACHERS AWARE OF THEIR LIABILITY. CONTENTS INCLUDE: (1) AREAS OF GENERAL INSTRUCTION AND GENERAL SAFETY SUGGESTIONS, (2) A SAFETY INSPECTION CHECKLIST, (3) GUIDELINES FOR ADMINISTERING AN EFFECTIVE SAFETY PROGRAM, (4) SAFETY TESTS, (5) SUGGESTED TEACHER PRACTICES, (6) A LETTER STATING WORKMEN'S COMPENSATION POLICY, (7) DEFINITIONS OF INDUSTRIAL ACCIDENT, (8) THE PURPOSE OF ACCIDENT INVESTIGATIONS, (9) ACCIDENT CONTROL POLICIES, AND (10) JOB SAFETY ANALYSIS PROCEDURES. THE SECTIONS ARE COLOR CODED FOR EASY REFERENCE. (GEB)|

VT 014 476

CANNING INDUSTRY--COMMERCIAL PRODUCTION OF VEGETABLE CROPS. A RESOURCE UNIT FOR TEACHING BASIC PRINCIPLES OF CANNING INDUSTRY--COMMERCIAL PRODUCTION OF VEGETABLE CROPS IN AGRICULTURAL EDUCATION COURSES IN WISCONSIN.

WISCONSIN STATE DEPT. OF PUBLIC INSTRUCTION, MADISON.;WISCONSIN STATE UNIV., PLATTEVILLE.;WISCONSIN STATE UNIV., RIVER FALLS.;WISCONSIN UNIV., MADISON.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - JUL71 23P.DEVELOPED AT A CURRICULUM WORKSHOP CONDUCTED AT WISCONSIN STATE UNIV., RIVER FALLS, JULY 26-30, 1971; WISCONSIN UNIV., MADISON,

DESCRIPTORS - *RESOURCE UNITS; *AGRICULTURAL EDUCATION; *VOCATIONAL AGRICULTURE; CURRICULUM DEVELOPMENT; INSTRUCTIONAL MATERIALS; COURSE CONTENT; *COURSE ORGANIZATION; EDUCATIONAL OBJECTIVES; CONCEPT TEACHING; BIBLIOGRAPHIES; INSTRUCTIONAL MEDIA; TEACHING TECHNIQUES; TEACHER WORKSHOPS; *FOOD PROCESSING OCCUPATIONS

ABSTRACT - PREPARED THROUGH A PILOT PROGRAM WORKSHOP, THIS RESOURCE UNIT WAS DEVELOPED TO HELP HIGH SCHOOL VOCATIONAL AGRICULTURE TEACHERS PLAN AND ORGANIZE THEIR PROGRAMS ON THE CANNING INDUSTRY. ORGANIZED BY EDUCATIONAL OBJECTIVES, THE DOCUMENT OUTLINES TOPICS SUCH AS: (1) INTRODUCTION TO THE CANNING INDUSTRY, (2) SOILS FOR VEGETABLE CROPS, (3) PLANT GROWTH AND DEVELOPMENT, (4) CULTURAL PRACTICES, AND HARVESTING OF VEGETABLE CROPS. THIS RESOURCE UNIT ALSO SUGGESTS PRINCIPLES OR CONCEPTS TO BE LEARNED, LEARNING ACTIVITIES, INSTRUCTIONAL MEDIA, AND TYPICAL QUESTIONS AND PROBLEMS OF STUDENTS. THE BIBLIOGRAPHY PROVIDES TEXTS AND OTHER REFERENCES. RELATED DOCUMENTS ARE AVAILABLE IN THIS ISSUE AS VT 014 474, VT 014 475 AND VT 014 477-VT 014 481. (JS)|

VT 014 480

PREPARATION FOR OCCUPATIONS IN MEAT PROCESSING. A RESOURCE UNIT FOR TEACHING BASIC PRINCIPLES OF PREPARATION FOR OCCUPATIONS IN MEAT PROCESSING IN AGRICULTURAL EDUCATION COURSES IN WISCONSIN.

WISCONSIN STATE DEPT. OF PUBLIC INSTRUCTION, MADISON.;WISCONSIN STATE UNIV., PLATTEVILLE.;WISCONSIN STATE UNIV., RIVER FALLS.;WISCONSIN UNIV., MADISON.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - JUL71 23P.DEVELOPED AT A CURRICULUM WORKSHOP CONDUCTED AT WISCONSIN STATE UNIV., RIVER FALLS, JULY 26-30, 1971; WISCONSIN UNIV., MADISON,

DESCRIPTORS - *RESOURCE UNITS;

*AGRICULTURAL EDUCATION; VOCATIONAL AGRICULTURE; CURRICULUM DEVELOPMENT; INSTRUCTIONAL MATERIALS; COURSE CONTENT; COURSE ORGANIZATION; EDUCATIONAL OBJECTIVES; CONCEPT TEACHING; BIBLIOGRAPHIES; INSTRUCTIONAL MEDIA; TEACHING TECHNIQUES; SECONDARY EDUCATION; *CAREER EDUCATION; CAREER PLANNING; *OCCUPATIONAL GUIDANCE; MEAT; *MEAT PACKING INDUSTRY

ABSTRACT - PREPARED THROUGH A PILOT PROGRAM WORKSHOP, THIS RESOURCE UNIT WAS DEVELOPED TO HELP HIGH SCHOOL VOCATIONAL AGRICULTURE TEACHERS PLAN AND ORGANIZE A PROGRAM ON MEAT PROCESSING OCCUPATIONS. ORGANIZED BY EDUCATIONAL OBJECTIVES, THE UNIT OUTLINES TOPICS SUCH AS: (1) BREED CHARACTERISTICS, (2) MEAT INSPECTION, (3) PART IDENTIFICATION OF MARKET ANIMALS, (4) GRADES OF MARKET ANIMALS, (5) WHOLESALE CUTS, AND (6) OCCUPATIONS IN THE MEAT INDUSTRY. ALSO SUGGESTED IN THE UNIT ARE PRINCIPLES OR CONCEPTS TO BE LEARNED, LEARNING ACTIVITIES, INSTRUCTIONAL ACTIVITIES, INSTRUCTIONAL MEDIA, AND TYPICAL QUESTIONS AND PROBLEMS OF STUDENTS. A BIBLIOGRAPHY LISTS BOOKS, BULLETINS AND PAMPHLETS, AND VISUALS. RELATED DOCUMENTS ARE AVAILABLE IN THIS ISSUE AS VT 014 474-VT 014 479 AND VT 014 481. (JS)|

VT 014 481
THE WORLD OF WORK. A LEARNING ACTIVITY PAK IN AGRICULTURAL EDUCATION COURSES IN WISCONSIN.

WISCONSIN STATE DEPT. OF PUBLIC INSTRUCTION, MADISON.;WISCONSIN STATE UNIV., PLATTEVILLE.;WISCONSIN STATE UNIV., RIVER FALLS.;WISCONSIN UNIV., MADISON.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - JUL71
111P.DEVELOPED AT A CURRICULUM WORKSHOP CONDUCTED AT WISCONSIN STATE UNIV., RIVER FALLS, JULY 26-30, 1971; WISCONSIN UNIV., MADISON,

DESCRIPTORS - RESOURCE MATERIALS; INSTRUCTIONAL MATERIALS; *TEACHING GUIDES; CURRICULUM DEVELOPMENT; EMPLOYMENT OPPORTUNITIES; EDUCATIONAL OBJECTIVES; TEACHER WORKSHOPS; *COURSE ORGANIZATION; *AGRICULTURAL EDUCATION; VOCATIONAL AGRICULTURE; COURSE CONTENT; *JOB APPLICATION; EMPLOYMENT INTERVIEWS; *VOCATIONAL ADJUSTMENT

ABSTRACT - DEVELOPED THROUGH A PILOT PROGRAM WORKSHOP, THIS COLOR-CODED TEACHING GUIDE WAS PREPARED TO HELP VOCATIONAL AGRICULTURE TEACHERS TO PLAN AND IMPLEMENT A PROGRAM ON THE WORLD OF WORK. WITH EMPHASIS ON THE EMPLOYMENT PROCESS AND WORK ADJUSTMENT, THE GUIDE INCLUDES 16 LESSONS ON: (1) VALUES, (2) INTEREST AND APTITUDES-ABILITIES, (3) PERSONALITY TRAITS, (4) PERSONAL QUALITIES OF PEOPLE, (5) EMPLOYMENT QUALIFICATIONS, (6) SOURCES OF JOB OPPORTUNITIES, (7) PART-TIME EMPLOYMENT, (8) COMPLETING APPLICATION FORMS, (9) LETTER OF APPLICATION, (10) PERSONAL DATA SHEETS, (11) THE INTERVIEW, (12) ATTITUDES AND EMPLOYER-EMPLOYEE EXPECTATIONS, (13) GETTING ALONG WITH FELLOW WORKERS, (14) UNIONS AND PROFESSIONAL ORGANIZATIONS, (15) SUPERVISORS' RESPONSIBILITIES, AND (16) TERMINATING A JOB. ALSO INCLUDED ARE LEARNING OBJECTIVES, PRE- AND POSTTESTS, AND LEARNING ACTIVITIES. THE BIBLIOGRAPHY PROVIDES NAMES OF TEXTS, PAMPHLETS, AND AUDIO-VISUAL AIDS. RELATED DOCUMENTS ARE AVAILABLE AS VT 014 474-VT 014 480. (JS)|

VT 014 483
STEWART, MARJORIE S.;TOADVINE, REBECCA
MOBILE HOMES, CONSUMER AND HOMEMAKING EDUCATION. A TEACHING UNIT.

MOBILE HOMES MANUFACTURERS ASSOCIATION, CHICAGO, ILL.
MF AVAILABLE IN VT-ERIC SET.
MOBILE HOMES MANUFACTURERS ASSOCIATION, 6650 NORTH NORTHWEST

HIGHWAY, CHICAGO, ILLINOIS 60631
($1.35)
PUB DATE - 71 57P.

DESCRIPTORS - *HOMEMAKING EDUCATION; *CONSUMER EDUCATION; *TEACHING GUIDES; SECONDARY GRADES; *HOUSING; HOUSING OPPORTUNITIES; *EDUCATIONAL RESOURCES; INSTRUCTIONAL AIDS; TRANSPARENCIES; BEHAVIORAL OBJECTIVES
IDENTIFIERS - *MOBILE HOMES

ABSTRACT - DESIGNED FOR REGULAR SECONDARY HOMEMAKING, FAMILY LIVING, OR SPECIAL INTEREST CLASSES IN HOUSING OR CONSUMER EDUCATION, THIS GUIDE IS FOR TEACHER USE IN ASSISTING STUDENTS IN GAINING KNOWLEDGE OF THE UNLIMITED POSSIBILITIES IN MOBILE HOME LIVING. UNITS ARE: (1) FACTS ABOUT MOBILE HOME LIVING, (2) SELECTION OF A MOBILE HOME, (3) COST OF OWNING A MOBILE HOME, (4) SELECTION OF A SITE FOR THE MOBILE HOME, AND (5) CARE AND MAINTENANCE OF THE MOBILE HOME-UNITS CONTAIN SUPPORTING CONCEPTS, BEHAVIORAL OBJECTIVES, BROAD GENERALIZATIONS, SUPPORTING CONTENT, RESOURCES, AND TEACHING, LEARNING, AND EVALUATING STRATEGIES. THE DOCUMENT ALSO CONTAINS A STUDENT LEARNING PACKAGE CONSISTING OF FLOOR PLANS, AN OPINIONAIRE, AND STUDY GUIDE. SEVERAL TEACHING RESOURCES, INCLUDING TRANSPARENCY MASTERS, BULLETIN BOARD OR FLIPCHART IDEAS, EVALUATION INSTRUMENTS, AND A GLOSSARY OF TERMS ARE APPENDED. A RELATED DOCUMENT IS AVAILABLE IN THIS ISSUE AS VT 014 484. (SB)|

VT 014 484
MOBILE HOUSING RESOURCES PACKAGE FOR SCHOOLS, 4-H, FHA CLUBS, AND EXTENSION.

MOBILE HOMES MANUFACTURERS ASSOCIATION, CHICAGO, ILL.
DOCUMENT NOT AVAILABLE FROM EDRS.
MOBILE HOMES MANUFACTURERS ASSOCIATION, 6650 NORTH NORTHWEST HIGHWAY, CHICAGO, ILLINOIS 60631
($3.00)
PUB DATE - ND

DESCRIPTORS - *HOMEMAKING EDUCATION; *CONSUMER EDUCATION; *EDUCATIONAL RESOURCES; *HOUSING; *INSTRUCTIONAL AIDS; HOUSING OPPORTUNITIES
IDENTIFIERS - *MOBILE HOMES

ABSTRACT - THIS PACKAGE OF TEACHING RESOURCES IS DESIGNED TO BE USED WITH A TEACHING UNIT ON MOBILE HOMES, WHICH IS AVAILABLE AS VT 014 483 IN THIS ISSUE. CONTENTS OF THIS PACKAGE INCLUDE: (1) A SAMPLE OF THE STUDENT LEARNING PACKAGE, (2) FACTS ON MOBILE, SECTIONAL, AND MODULAR HOMES, (3) CAREERS FOR WOMEN AND MEN IN THE MOBILE HOME INDUSTRY, (4) AN OWNER'S GUIDE TO MOBILE HOME MAINTENANCE, (5) FINANCING AND INSURING A MOBILE HOME, (6) A MOBILE HOMES YEARBOOK, AND (7) A COMPARISON OF THE COSTS OF APARTMENTS, MOBILE HOMES, AND HOUSES. (SB)|

VT 014 485
VOCATIONAL EDUCATION.

MARSHALL COMMUNITY UNIT SCHOOLS, ILL.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 70 56P.1969-1970 REVISION.

DESCRIPTORS - VOCATIONAL EDUCATION; *BUSINESS EDUCATION; *AGRICULTURAL EDUCATION; *INDUSTRIAL ARTS; *HOME ECONOMICS; INSTRUCTIONAL MATERIALS; EDUCATIONAL OBJECTIVES; *CURRICULUM GUIDES; COURSE OBJECTIVES; COURSE CONTENT
IDENTIFIERS - *DIVERSIFIED OCCUPATIONS

ABSTRACT - PREPARED FOR THE COMMUNITY UNIT SCHOOLS, THIS DOCUMENT CONTAINS OUTLINES FOR BUSINESS EDUCATION, HOME ECONOMICS, INDUSTRIAL ARTS, DIVERSIFIED OCCUPATIONS, AND AGRICULTURAL EDUCATION COURSES. UNDER BUSINESS EDUCATION, SPECIFIC OBJECTIVES ARE STATED FOR: (1) OFFICE OCCUPATIONS, (2) SHORTHAND I AND II, (3) DISTRIBUTIVE EDUCATION, (4) OCCUPATIONS, (5) BOOKKEEPING, (6) CONSUMER PROBLEMS, (7) TYPING I AND II, (8) BUSINESS MACHINES, (9) OFFICE PRACTICE, (10) GENERAL BUSINESS, (11) JUNIOR HIGH TYPING, AND (12) CLERICAL RECORD KEEPING. FOR HOME ECONOMICS, A COURSE DESCRIPTION, METHOD OF EVALUATION, GENERAL OBJECTIVES, AND COURSE OUTLINE ARE GIVEN FOR COURSES OFFERED IN GRADES 7 THROUGH 12. INDUSTRIAL ARTS COURSES OUTLINED INCLUDE: (1) GENERAL WOODS I, (2) POWER MECHANICS, AND (3) CABINET MAKING. LISTS OF POSSIBLE OCCUPATIONS AND SUGGESTED RELATED MATERIAL ARE PROVIDED FOR THE DIVERSIFIED OCCUPATIONS COURSE. THE AGRICULTURE CURRICULUM OUTLINE INCLUDES: (1) MECHANICAL DRAWING, (2) ARCHITECTURAL DRAWING, (3) ELECTRICITY-ELECTRONICS, (4) AGRICULTURE OCCUPATIONS I THROUGH IV, AND (5) AN ADULT PROGRAM IN AGRICULTURE. (GEB)|

VT 014 490
DONOVAN, RICHARD, AND OTHERS
TENTATIVE GUIDE FOR DRIVER EDUCATION AND SAFETY IN THE SECONDARY SCHOOL, GRADES 9 AND 10.

KOKOMO-CENTER TOWNSHIP CONSOLIDATED SCHOOL CORP., IND. COMMITTEES OF SECONDARY HEALTH EDUCATORS.
MF AVAILABLE IN VT-ERIC SET.
KOKOMO-CENTER TOWNSHIP CONSOLIDATED, SCHOOL CORPORATION, ADMINISTRATION BLDG., 100 W. LINCOLN ROAD, KOKOMO, INDIANA 46901 ($3.00)
PUB DATE - 70 31P.

DESCRIPTORS - *DRIVER EDUCATION; *CURRICULUM GUIDES; SECONDARY GRADES; *INSTRUCTIONAL MATERIALS; *RESOURCE MATERIALS; BEHAVIORAL OBJECTIVES; *SAFETY EDUCATION
IDENTIFIERS - INDIANA

ABSTRACT - PREPARED BY A COMMITTEE OF SECONDARY SCHOOL HEALTH EDUCATORS, THIS CURRICULUM GUIDE IS FOR INSTRUCTOR USE IN TEACHING DRIVER EDUCATION IN GRADES 9 AND 10. THE GUIDE WAS DEVELOPED TO SERVE AS A MEANS OF KEEPING INSTRUCTION UNIFORM IN EACH CLASS AND SCHOOL IN THE DISTRICT. SPECIFIC OBJECTIVES OF THE COURSE INCLUDE: (1) TO REALIZE THE RESPONSIBILITIES CONNECTED WITH DRIVING, (2) TO UNDERSTAND THE PART ATTITUDE PLAYS IN SAFE AND EFFICIENT DRIVING, AND (3) TO BETTER UNDERSTAND THE TECHNIQUES AND PROCEDURES OF DRIVING. THE UNITS, DESIGNED TO BE COVERED IN 81 DAYS, INCLUDE: (1) ORGANIZATION, (2) AGE OF POWER, (3) UNDERSTANDING YOUR CAR, (4) PHYSICAL FITNESS, (5) LAWS OF NATURE AND AUTOMOBILE, (6) SUBURBAN AND HIGHWAY DRIVING, (7) MEETING VEHICLE AND PEDESTRIAN, (8) LIABILITY AND INSURANCE, (9) INDIANA DRIVER'S MANUAL, (10) FIRST AID AND MEDICAL SELF-HELP, AND (11) SAFETY EDUCATION FOR HOME AND COMMUNITY. EACH UNIT IS DIVIDED INTO A 4-COLUMN FORMAT THAT INCLUDES OUTCOMES, SUBJECT MATTER, LEARNING EXPERIENCES, AND RESOURCE MATERIAL. IT IS SUGGESTED THAT THIS GUIDE BE USED WITH THE TEXT "DRIVER EDUCATION AND TRAFFIC SAFETY" DEVELOPED BY THE CENTER FOR SAFETY EDUCATION, NEW YORK UNIVERSITY. (GEB)|

VT 014 494
WOOD, WILMA
COURSE OF STUDY FOR VOCATIONAL COMMERCIAL FOOD PREPARATION.

MIDDLETOWN CITY SCHOOL DISTRICT, OHIO.
MF AVAILABLE IN VT-ERIC SET.
INSTRUCTIONAL MATERIALS CENTER, MIDDLETOWN CITY SCHOOLS, 1515 GIRARD AVENUE, MIDDLETOWN, OHIO 45042 ($0.50)
PUB DATE - 71 19P.

DESCRIPTORS - *OCCUPATIONAL HOME ECONOMICS; *FOOD SERVICE; FOOD SERVICE OCCUPATIONS; *FOODS INSTRUCTION; COOKING INSTRUCTION; EDUCATIONAL OBJECTIVES; EDUCATIONAL PHILOSOPHY; SECONDARY GRADES; SANITATION; *CURRICULUM GUIDES; BIBLIOGRAPHIES

ABSTRACT - THIS PUBLICATION LISTS DESIRED KNOWLEDGE AND SKILLS AND RELATED INSTRUCTIONAL SUGGESTIONS FOR TWO 1-YEAR COURSES IN COMMERCIAL FOOD PREPARATION. IN ADDITION, THE PHILOSOPHY AND EDUCATIONAL OBJECTIVES OF

MIDDLETOWN HIGH SCHOOL ARE PRESENTED, AND OHIO REGULATIONS AND RECOMMENDATIONS REGARDING STRUCTURE, CLEANLINESS, AND REPAIR OF FOOD SERVICE PREPARATION AREAS ARE PROVIDED. A BIBLIOGRAPHY OF TEXTBOOKS, REFERENCES, PAMPHLETS, AND AUDIOVISUAL MATERIALS IS INCLUDED. (SB)|

VT 014 501
GLENN, C. STAN
LESSON PLANS, GRADES 7 AND 8.

HENDERSON COUNTY MIDDLE SCHOOL, KY.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - DEC71 106P.

DESCRIPTORS - *LESSON PLANS; *VOCATIONAL EDUCATION; *INSTRUCTIONAL MATERIALS; GRADE 7; GRADE 8; LANGUAGE ARTS; MATHEMATICS; SCIENCES; SOCIAL STUDIES; GUIDANCE FUNCTIONS; *CAREER EDUCATION; *RESOURCE MATERIALS

ABSTRACT - DEVELOPED BY A COORDINATOR, THESE LESSON PLANS ARE FOR INSTRUCTOR USE IN TEACHING VOCATIONAL EDUCATION IN GRADES 7 AND 8. CONTENTS INCLUDE: (1) NINE UNITS FOR THE LANGUAGE ARTS DEPARTMENT, (2) SEVEN UNITS FOR MATHEMATICS, (3) EIGHT FOR THE SCIENCE DEPARTMENT, (4) EIGHT FOR SOCIAL STUDIES, (5) THREE IN GUIDANCE, (6) 14 UNITS CONCERNING CAREER EDUCATION, AND (7) AN OUTLINE FOR CAREER EDUCATION AND GROUP GUIDANCE ACTIVITIES IN THE EIGHTH GRADE EXPLORATORY SESSIONS. EACH UNIT INCLUDES STATED OBJECTIVES, BEHAVIORAL OBJECTIVES, ASSIGNMENTS, NEEDED MATERIALS, AND EVALUATION SUGGESTIONS. LISTS OF RECOMMENDED BOOKS, INSTRUCTIONAL MATERIALS AND SPECIAL WORKERS ARE INCLUDED. (GEB)|

VT 014 503
PREREQUISITES AND BEHAVIORAL OBJECTIVES FOR COURSES TAUGHT AT GARFIELD HIGH SCHOOL.

GARFIELD HIGH SCHOOL.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 416P.

DESCRIPTORS - *CURRICULUM GUIDES; *BEHAVIORAL OBJECTIVES; SECONDARY GRADES; *GRADUATION REQUIREMENTS; *ACADEMIC STANDARDS; LANGUAGE ARTS; LANGUAGES; MUSIC; ART; BUSINESS EDUCATION; MATHEMATICS; HOME ECONOMICS EDUCATION; INDUSTRIAL ARTS; SCIENCES; CAREER OPPORTUNITIES; SOCIAL STUDIES; PHYSICAL EDUCATION; *COURSE DESCRIPTIONS
IDENTIFIERS - GARFIELD HIGH SCHOOL

ABSTRACT - THE MAIN OBJECTIVES OF THE GARFIELD HIGH SCHOOL EDUCATIONAL PROGRAM ARE TO PREPARE THE GRADUATE FOR EFFECTIVE CITIZENSHIP THROUGH GENERAL EDUCATION AND TO PROVIDE HIM WITH A SALEABLE SKILL AND/OR THOSE PERFORMANCE OBJECTIVES NECESSARY FOR COLLEGE ENTRANCE AND SUCCESS. THIS MANUAL PRESENTS THE PREREQUISITES AND BEHAVIORAL OBJECTIVES FOR EACH COURSE TAUGHT AT GARFIELD HIGH. COURSES OUTLINES ARE: (1) LANGUAGE ARTS, INCLUDING DRAMA, MINORITIES LITERATURE, NEWSWRITING, DEBATE, HUMANITIES, AND WRITING LAB, (2) FOREIGN LANGUAGES, (3) MUSIC, INCLUDING AFRICAN-AMERICAN AND INSTRUMENTAL MUSIC, (4) ART, INCLUDING FASHION ILLUSTRATION, TEXTILES, PHOTOGRAPHY, CERAMICS AND JEWELRY, (5) BUSINESS EDUCATION, INCLUDING BUSINESS ARITHMETIC AND ENGLISH, ACCOUNTING, TYPING, OFFICE PRACTICE, BUSINESS LAW, SHORTHAND, AND RETAILING, (6) HOME AND FAMILY LIVING, INCLUDING MEAL AND CLOTHING MANAGEMENT, HOME FURNISHING, HUMAN DEVELOPMENT AND CONSUMER ECONOMICS, (7) MATHEMATICS, ALL AREAS, (8) INDUSTRIAL ARTS, INCLUDING WOODWORKING, ELECTRICITY, TECHNICAL DRAWING, AND AUTOMOTIVE APPLICATION, (9) SCIENCE, INCLUDING BIOLOGY, CHEMISTRY, AND PHYSICS, (10) CAREER OPPORTUNITIES PROGRAM, INCLUDING COSMETOLOGY, DRY CLEANING, AND HEALTH OCCUPATIONS, (11) SOCIAL STUDIES, AND (12) PHYSICAL EDUCATION. ADDITIONAL PERTINENT INFORMATION SUCH AS COURSE PROCEDURES, UNITS, TASKS, AND MATERIALS ARE APPENDED. (AW)

VT 014 506
OWEN, MARGARET
COMMERCIALLY PREPARED MATERIALS. A "UNIVERSE MODEL" OF OCCUPATIONAL EDUCATION FOR PIKEVILLE, KENTUCKY, IN CONJUNCTION WITH THE PIKEVILLE MODEL CITIES PROGRAM.

KENTUCKY INDEPENDENT SCHOOL DISTRICT, PIKEVILLE.;EASTERN KENTUCKY UNIV., RICHMOND.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - DEC71 59P.PREPARED FOR PROJECT DIRECTOR'S CONFERENCE (COLUMBUS, OHIO, DECEMBER 13-14, 1971).

DESCRIPTORS - VOCATIONAL EDUCATION; *BIBLIOGRAPHIES; *CAREER EDUCATION; *RESOURCE MATERIALS; *INSTRUCTIONAL MATERIALS; *OCCUPATIONAL INFORMATION; PROGRAM DEVELOPMENT; VOCATIONAL COUNSELING

ABSTRACT - THE TWO SECTIONS OF THIS BIBLIOGRAPHY INCLUDE MATERIALS WHICH ARE USED IN THE CLASSROOM WITH STUDENTS AND MATERIALS WHICH HAVE BEEN USED BY TEACHERS, COUNSELORS, AND ADMINISTRATORS DURING INSERVICE PROGRAMS. LISTINGS FOR THE STUDENT MATERIALS ARE ARRANGED ALPHABETICALLY BY AUTHOR IN THE SUBJECT GROUPINGS OF: (1) AGRICULTURE, (2) COMMUNICATION, (3) CONSTRUCTION, (4) FAMILY, (5) FINANCE, (6) FISHERIES, (7) FORESTRY, (8) GENERAL, (9) GOVERNMENT, (10) GUIDANCE, (11) HOUSES, (12) MANUFACTURING, (13) MINERALS, (14) SERVICE, (15) TRANSPORTATION, (16) WHOLESALE AND RETAIL TRADE. THE REMAINDER OF THE BIBLIOGRAPHY INCLUDES: (1) DIRECTORY OF PUBLISHERS, (2) STAFF RESOURCES, (3) DIRECTORY OF BOOK PUBLISHERS LISTED IN STAFF RESOURCES, (4) FILMSTRIPS, (5) ADDRESSES OF FILMSTRIP PUBLISHERS, AND (6) ACTIVITY KITS - FLANNEL BOARDS, POSTERS, SUPPLIES, TRANSPARENCIES. THE BIBLIOGRAPHY SHOULD BE USEFUL IN REVIEWING RESOURCES RELATED TO OCCUPATIONAL OR CAREER EDUCATION PROGRAMS. (JS)|

VT 014 507
CONSUMER AND HOME ECONOMICS EDUCATION WORK MATERIALS.

NORTHWESTERN STATE UNIV., NATCHITOCHES, LA. DEPT. OF HOME ECONOMICS.;LOUISIANA STATE DEPT. OF PUBLIC EDUCATION, BATON ROUGE. DIV. OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 70 164P.

DESCRIPTORS - *HOME ECONOMICS EDUCATION; *CONSUMER EDUCATION; WORKSHOPS; *CURRICULUM GUIDES; SECONDARY GRADES; BEHAVIORAL OBJECTIVES; LEARNING ACTIVITIES; RESOURCE MATERIALS; FOODS INSTRUCTION; CLOTHING INSTRUCTION; FAMILY RELATIONSHIP; HOUSING

ABSTRACT - PREPARED BY COMMITTEES OF HOME ECONOMICS TEACHERS DURING A THREE-WEEK WORKSHOP, THIS BULLETIN IS FOR TEACHER USE IN PLANNING MORE EFFECTIVE CONSUMER AND HOME ECONOMICS PROGRAMS THAT MEET THE NEEDS OF INDIVIDUALS. MAJOR AREAS EMPHASIZED FOR GRADES 9-12 ARE: (1) CHILD DEVELOPMENT AND FAMILY RELATIONS, (2) CLOTHING AND TEXTILES, (3) FOODS AND NUTRITION, AND (4) HOUSING. AREAS ARE SUBDIVIDED BY GRADE LEVEL, AND EACH GRADE LEVEL CONTAINS GOALS, BEHAVIORAL OBJECTIVES, GENERALIZATIONS KEYED TO LEARNING ACTIVITIES, SUGGESTED TEACHING APPROACHES, AND RESOURCE MATERIALS. RELATED DOCUMENTS ARE AVAILABLE AS VT 014 508, VT 014 540, AND VT 014 541 IN THIS ISSUE. (SB)|

VT 014 508
CONSUMER EDUCATION CURRICULUM GUIDE FOR HOME ECONOMICS TEACHERS IN LOUISIANA. WORK MATERIAL.

LOUISIANA STATE UNIV., BATON ROUGE.;SOUTHEASTERN LOUISIANA COLL., HAMMOND.;SOUTHERN UNIV. AND AGRICULTURAL AND MECHANICAL COLL., BATON ROUGE, LA.;LOUISIANA STATE DEPT. OF PUBLIC EDUCATION, BATON ROUGE. DIV. OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 70 447P.

DESCRIPTORS - *HOME ECONOMICS EDUCATION; *CONSUMER EDUCATION; *CURRICULUM GUIDES; WORKSHOPS; MONEY MANAGEMENT; SECONDARY GRADES; BEHAVIORAL OBJECTIVES; LEARNING ACTIVITIES; INSTRUCTIONAL AIDS; EDUCATIONAL RESOURCES; EVALUATION TECHNIQUES; BIBLIOGRAPHIES

ABSTRACT - PREPARED BY HOME ECONOMICS STATE DEPARTMENT STAFF, UNIVERSITY FACULTY, AND SECONDARY TEACHERS, THIS CURRICULUM GUIDE IS DESIGNED TO ASSIST HOME ECONOMICS TEACHERS IN PLANNING AND TEACHING CONSUMER EDUCATION AS A SEPARATE UNIT FOR GRADES 8-12. MAJOR AREAS EMPHASIZED BY GRADE LEVEL ARE: (1) YOU AS CONSUMERS, (2) BUYING, (3) MANAGEMENT IN FAMILY LIVING, (4) UTILIZING FAMILY RESOURCES, (5) FAMILY FINANCE, AND (6) CONSUMER EDUCATION. EACH AREA CONTAINS AN OVERVIEW, MAJOR CONCEPTS, GENERAL AND SPECIFIC BEHAVIORAL OBJECTIVES, SUBJECT MATTER CONTENT, LEARNING OPPORTUNITIES, RESOURCES, EVALUATION PROCEDURES, BIBLIOGRAPHY, AND SUPPLEMENTARY MATERIALS. AN INTRODUCTORY SECTION PROVIDES THE PHILOSOPHY OF THE GUIDE AND A SCOPE AND SEQUENCE CHART. RELATED DOCUMENTS ARE AVAILABLE AS VT 014 507, VT 014 540, AND VT 014 541 IN THIS ISSUE. (SB)|

VT 014 512
CAREERS UNLIMITED...SERVICES--PEOPLE ORIENTED--SOCIAL STUDIES.

SYRACUSE CITY SCHOOL DISTRICT, N.Y.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 14P.

DESCRIPTORS - *CAREER EDUCATION; *OCCUPATIONAL INFORMATION; VOCATIONAL GUIDANCE; BEHAVIORAL OBJECTIVES; LEARNING ACTIVITIES; INSTRUCTIONAL MATERIALS; *STUDY GUIDES; TEXTBOOKS; TEACHING GUIDES; EMPLOYMENT OPPORTUNITIES; *SOCIAL STUDIES; *SERVICE OCCUPATIONS

ABSTRACT - DEVELOPED WITHIN A CITY SCHOOL DISTRICT FOR USE IN A GUIDED OCCUPATIONAL ORIENTATION PROGRAM, THIS STUDY GUIDE IS ONE IN A SERIES DESIGNED TO EXPLAIN AND REINFORCE THE CONCEPTS OF ENGLISH, SOCIAL STUDIES, MATHEMATICS, AND SCIENCE NEEDED BY PERSONS IN PEOPLE-ORIENTED SERVICE CAREERS. THIS PARTICULAR DOCUMENT CONCERNS THE HELP THAT MAY BE FOUND THROUGH SOCIAL STUDIES. BEHAVIORAL OBJECTIVES ARE STATED AND SUGGESTED ACTIVITIES ARE LISTED FOR MEETING THE OBJECTIVES. THE OBJECTIVES IN THIS GUIDE DEAL WITH THE SOCIAL PROBLEMS OF JOBS WITH THE JOB FAMILY, HOW THE JOB HAS CHANGED, AND THE FUTURE OF JOBS WITHIN THE FIELD. (GEB)|

VT 014 514
CAREERS UNLIMITED...SERVICES--PEOPLE ORIENTED--MATHEMATICS.

SYRACUSE CITY SCHOOL DISTRICT, N.Y.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 12P.

DESCRIPTORS - *CAREER EDUCATION; *OCCUPATIONAL INFORMATION; VOCATIONAL GUIDANCE; BEHAVIORAL OBJECTIVES; LEARNING ACTIVITIES; INSTRUCTIONAL MATERIALS; *STUDY GUIDES; TEACHING GUIDES; EMPLOYMENT OPPORTUNITIES; EDUCATIONAL NEEDS; *MATHEMATICS; *SERVICE OCCUPATIONS; SKILL DEVELOPMENT

ABSTRACT - DEVELOPED WITHIN A CITY SCHOOL DISTRICT FOR USE IN A GUIDED OCCUPATIONAL ORIENTATION PROGRAM, THIS STUDY GUIDE IS ONE IN A SERIES DESIGNED TO EXPLAIN AND REINFORCE THE CONCEPTS OF ENGLISH, SOCIAL STUDIES, MATHEMATICS AND SCIENCE NEEDED BY PERSONS IN PEOPLE-ORIENTED SERVICE CAREERS. THIS PARTICULAR DOCUMENT CONCERNS MATHEMATICS FOR WORKERS SUCH AS GOVERNMENT EMPLOYEES, POLICEMEN, FIREMEN, WAITERS, AND COOKS. BEHAVIORAL OBJECTIVES ARE STATED AND SUGGESTED ACTIVITIES ARE LISTED FOR MEETING THE OBJECTIVES. THE OBJECTIVES IN THIS GUIDE INCLUDE THOSE CONCERNING JOB POSSIBILITIES, EDUCATION NEEDED FOR CERTAIN CAREERS, SKILL DEVELOPMENT, AND INVESTIGATING PAY SCALES. (GEB)|

VT 014 515

CAREERS UNLIMITED...SERVICES--PEOPLE ORIENTED--ENGLISH.

SYRACUSE CITY SCHOOL DISTRICT, N.Y.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 31P.

DESCRIPTORS - *CAREER EDUCATION; *OCCUPATIONAL INFORMATION; VOCATIONAL GUIDANCE; BEHAVIORAL OBJECTIVES; LEARNING ACTIVITIES; INSTRUCTIONAL MATERIALS; *STUDY GUIDES; TEACHING GUIDES; EMPLOYMENT OPPORTUNITIES; EDUCATIONAL NEEDS; *SERVICE OCCUPATIONS; *ENGLISH; SKILL DEVELOPMENT

ABSTRACT - DEVELOPED WITHIN A CITY SCHOOL DISTRICT FOR USE IN A GUIDED OCCUPATIONAL ORIENTATION PROGRAM, THIS STUDY GUIDE IS ONE IN A SERIES DESIGNED TO EXPLAIN AND REINFORCE THE CONCEPTS OF ENGLISH, SOCIAL STUDIES, MATHEMATICS AND SCIENCE NEEDED BY PERSONS IN PEOPLE-ORIENTED SERVICE CAREERS. THIS PARTICULAR DOCUMENT CONCERNS THE NEEDS THAT PERSONS PREPARING FOR SERVICE CAREERS HAVE FOR ENGLISH. BEHAVIORAL OBJECTIVES ARE STATED AND SUGGESTED ACTIVITIES ARE LISTED FOR MEETING THE OBJECTIVES. THE OBJECTIVES IN THIS GUIDE INCLUDE LEARNING ABOUT SKILLS NEEDED AND OPPORTUNITIES AVAILABLE IN JOBS IN OR AROUND PRIVATE HOMES, GOVERNMENT SERVICE, LAW ENFORCEMENT, FIRE PREVENTION, FOOD SERVICE, BEAUTY CULTURE, AND OTHER AREAS. (GEB)|

VT 014 517
CAREERS UNLIMITED...ENTERTAINMENT AND COMMUNICATIONS--ENGLISH.

SYRACUSE CITY SCHOOL DISTRICT, N.Y.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 16P.

DESCRIPTORS - *CAREER EDUCATION; *OCCUPATIONAL INFORMATION; VOCATIONAL GUIDANCE; BEHAVIORAL OBJECTIVES; LEARNING ACTIVITIES; INSTRUCTIONAL MATERIALS; *STUDY GUIDES; TEXTBOOKS; TEACHING GUIDES; *ENGLISH; *COMMUNICATIONS; GRAPHIC ARTS; HOUSEWIVES
IDENTIFIERS - *ENTERTAINMENT INDUSTRY

ABSTRACT - DEVELOPED WITHIN A CITY SCHOOL DISTRICT FOR USE IN A GUIDED OCCUPATIONAL ORIENTATION PROGRAM, THIS STUDY GUIDE IS ONE IN A SERIES DESIGNED TO EXPLAIN AND REINFORCE THE CONCEPTS OF ENGLISH, SOCIAL STUDIES, MATHEMATICS AND SCIENCE NEEDED BY PERSONS IN ENTERTAINMENT AND COMMUNICATIONS. THIS PARTICULAR DOCUMENT CONCERNS THE CONTRIBUTIONS ENGLISH CAN MAKE TO PERSONS IN THESE INDUSTRIES. BEHAVIORAL OBJECTIVES ARE STATED AND SUGGESTED ACTIVITIES ARE LISTED FOR MEETING THE OBJECTIVES. THE OBJECTIVES IN THIS GUIDE INCLUDE THOSE CONCERNED WITH CAREERS IN SPORTS, THE PERFORMING ARTS, RADIO AND TELEVISION, GRAPHIC ARTS, ADVERTISING, AND THE DUTIES OF A HOUSEWIFE. (GEB)|

VT 014 519
THE WORLD OF WORK. GUIDED OCCUPATIONAL ORIENTATION.

SYRACUSE CITY SCHOOL DISTRICT, N.Y.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 83P.

DESCRIPTORS - *CAREER EDUCATION; *OCCUPATIONAL INFORMATION; *VOCATIONAL GUIDANCE; PRETESTS; POST TESTING; GLOSSARIES; BIBLIOGRAPHIES; INSTRUCTIONAL MATERIALS; TEACHING GUIDES; *WORKBOOKS; SUPPLEMENTARY TEXTBOOKS; ELEMENTARY GRADES; LEARNING ACTIVITIES; *JOBS
IDENTIFIERS - *WORLD OF WORK

ABSTRACT - DEVELOPED BY THE CAREER CENTER FOR OCCUPATIONAL ORIENTATION, THESE MATERIALS ARE DESIGNED FOR STUDENT AND TEACHER USE IN LEARNING ABOUT SPECIFIC OCCUPATIONS. THIS DOCUMENT IS CONCERNED WITH THE WORLD OF WORK. TOPICS INCLUDE: (1) NATURE OF WORK, (2) REQUIREMENTS OF THE JOB, (3) CONDITIONS OF WORK, AND (4) ADVANTAGES OF THE JOB. LEARNING ACTIVITIES ARE INCLUDED FOR FIVE LESSONS. A PRETEST, POSTTEST, SOCIAL SECURITY INFORMATION, INTERVIEW SHEETS, INFORMATION REGARDING LABOR UNIONS AND LAWS, APPLICATION BLANKS, AND A GLOSSARY ARE APPENDED. THE DOCUMENT IS ILLUSTRATED WITH LINE SKETCHES. (GEB)|

VT 014 521
HOME AND COMMUNITY SERVICES. A CURRICULUM GUIDE.

OKLAHOMA STATE DEPT. OF VOCATIONAL AND TECHNICAL EDUCATION, STILLWATER.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 263P.

DESCRIPTORS - *OCCUPATIONAL HOME ECONOMICS; CURRICULUM GUIDES; *FOOD SERVICE; *CLOTHING; *CHILD CARE; *TEACHING GUIDES; BEHAVIORAL OBJECTIVES; INSTRUCTIONAL MATERIALS; TESTS; ANSWER KEYS; DISADVANTAGED YOUTH; CHILD CARE WORKERS; FOOD SERVICE WORKERS

ABSTRACT - DEVELOPED THROUGH THE COMBINED EFFORTS OF INSTRUCTORS, STATE DEPARTMENT OFFICIALS, AND OTHERS, THIS TEACHING GUIDE WAS DESIGNED TO AID INSTRUCTORS IN TEACHING HOME AND COMMUNITY SERVICES TO DISADVANTAGED YOUTH. UNITS IN THIS DOCUMENT ARE PRESENTED FOR THE AREAS OF: (1) CHILD CARE SERVICES, (2) CLOTHING SERVICES, AND (3) FOOD SERVICES. EACH INSTRUCTIONAL UNIT INCLUDES BEHAVIORAL OBJECTIVES, SUGGESTED ACTIVITIES FOR TEACHERS AND STUDENTS, INFORMATION SHEETS, ASSIGNMENT SHEETS, JOB SHEETS, VISUAL AIDS, TESTS, AND ANSWERS TO THE TEST. A REVISED VERSION, TO BE PUBLISHED IN 1972, WILL INCLUDE ADDITIONAL AREAS. (GEB)|

VT 014 523
INSTRUCTIONAL MATERIALS VOCATIONAL RELATED SOCIAL STUDIES. COORDINATED VOCATIONAL EDUCATION TRAINING, PRELIMINARY DRAFT.

OKLAHOMA STATE DEPT. OF VOCATIONAL AND TECHNICAL EDUCATION, STILLWATER. CURRICULUM AND INSTRUCTIONAL MATERIALS CENTER.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - JUL71 210P.PREPARED AT THE TRAINING INST. FOR TEACHERS OF THE HANDICAPPED (DURANT, OKLA., JULY 15-16, 1971).

DESCRIPTORS - *SOCIAL STUDIES UNITS; *VOCATIONAL EDUCATION; *INSTRUCTIONAL MATERIALS; OCCUPATIONAL INFORMATION; *WORKBOOKS; STUDY GUIDES; TEACHING GUIDES; *EDUCATIONAL OBJECTIVES; TEXTBOOK ASSIGNMENTS; INDIVIDUALIZED INSTRUCTION; TESTS; ANSWER KEYS; HANDICAPPED STUDENTS

ABSTRACT - PREPARED DURING A TRAINING INSTITUTE FOR TEACHERS OF THE HANDICAPPED, THIS WORKBOOK WAS DESIGNED FOR STUDENTS AND INSTRUCTORS OF VOCATIONAL SOCIAL STUDIES COURSES. CONTENTS INCLUDE 23 UNITS UNDER THE TOPICS: (1) INDUSTRY IN OKLAHOMA, (2) GENERAL VOCATIONAL SOCIAL STUDIES, AND (3) REPRINTS FROM VOCATIONAL INSTRUCTIONAL MATERIALS. SAMPLE UNIT TITLES ARE: (1) THE CATTLE INDUSTRY, (2) LOCAL INDUSTRY, (3) YOUR CHECKING ACCOUNT, (4) ELECTRIC WIRE SIZES, (5) BUDGETING, (6) EMPLOYER EXPECTATIONS, AND (7) SALARY AND DEDUCTIONS. EACH UNIT CONTAINS STATED TERMINAL AND SPECIFIC OBJECTIVES, SUGGESTED ACTIVITIES, INSTRUCTIONAL MATERIALS, INFORMATION SHEETS, ASSIGNMENT SHEETS, TESTS, AND ANSWERS TO THE TESTS. (GEB)|

VT 014 524
INSTRUCTIONAL MATERIALS VOCATIONAL RELATED ENGLISH. PRELIMINARY DRAFT.

OKLAHOMA STATE DEPT. OF VOCATIONAL AND TECHNICAL EDUCATION, STILLWATER. CURRICULUM AND INSTRUCTIONAL MATERIALS CENTER.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - JUL71 275P.PREPARED AT THE TRAINING INST. FOR TEACHERS OF THE HANDICAPPED (DURANT, OKLA., JULY 5-16, 1971).

DESCRIPTORS - *ENGLISH PROGRAMS; *VOCATIONAL EDUCATION; *INSTRUCTIONAL MATERIALS;

OCCUPATIONAL INFORMATION; *WORKBOOKS; STUDY GUIDES; TEACHING GUIDES; *EDUCATIONAL OBJECTIVES; TEXTBOOK ASSIGNMENTS; INDIVIDUALIZED INSTRUCTION; TESTS; ANSWER KEYS; HANDICAPPED STUDENTS

ABSTRACT - PREPARED DURING A TRAINING INSTITUTE FOR TEACHERS OF THE HANDICAPPED, THIS WORKBOOK WAS DESIGNED FOR STUDENTS AND INSTRUCTORS OF VOCATIONAL ENGLISH COURSES. CONTENTS INCLUDE 19 UNITS UNDER THE TOPICS: (1) GRAMMAR CONCEPTS, (2) GENERAL VOCATIONAL ENGLISH, AND (3) REPRINTS FROM VOCATIONAL INSTRUCTIONAL MATERIALS. SAMPLE UNIT TITLES ARE: (1) CAPITALIZATION, (2) SIMPLE PREDICATE, (3) READING A NEWSPAPER, (4) BLUEPRINTING, (5) SOCIAL SECURITY CARD, AND (6) GOING ON A JOB INTERVIEW. EACH UNIT CONTAINS STATED TERMINAL AND SPECIFIC OBJECTIVES, SUGGESTED ACTIVITIES, INSTRUCTIONAL MATERIALS, INFORMATION SHEETS, ASSIGNMENT SHEETS, ANSWERS TO THE ASSIGNMENT SHEETS, TESTS, AND ANSWERS TO THE TESTS. SAMPLE VOCATIONAL UNITS WITH SUGGESTED ENGLISH ACTIVITIES, A SAMPLE SPELLING UNIT, SPECIFIC OBJECTIVES AND SUGGESTED ACTIVITIES FOR PUNCTUATION UNITS, AND SUGGESTED REFERENCES FOR COMMUNICATIONS SKILLS ARE APPENDED. (GEB)

VT 014 534 ED 058 443
GOODMAN, CARL
COMMUNITY RESOURCES IN THE SOUTH SUBURBAN AREA; A SYLLABUS. CAREER OPTIONS RESEARCH AND DEVELOPMENT.

PRAIRIE STATE COLL., CHICAGO HEIGHTS, ILL.;YMCA OF METROPOLITAN CHICAGO, ILL.
NATIONAL CENTER FOR EDUCATIONAL RESEARCH AND DEVELOPMENT (DHEW/OE), WASHINGTON, D.C. DIV. OF COMPREHENSIVE AND VOCATIONAL EDUCATION
EDRS PRICE MF-$0.65 HC-$3.29.
OEG-0-8-070329-3694(085)
BR-7-0329
PUB DATE - SEP71 76P.

DESCRIPTORS - *HUMAN SERVICES; SOCIAL SERVICES; *CORE CURRICULUM; MENTAL HEALTH; *TEXTBOOKS; *COMMUNITY RESOURCES; *SUBPROFESSIONALS; COMMUNITY SERVICES; JUNIOR COLLEGES; COMMUNITY COLLEGES; MANUALS; CURRICULUM GUIDES
IDENTIFIERS - CHICAGO

ABSTRACT - IN ADDITION TO PROVIDING CURRENT INFORMATION ON RESOURCES IN HEALTH, EDUCATION, AND WELFARE AVAILABLE TO RESIDENTS OF THE SOUTH SUBURBAN SECTOR OF THE CHICAGO METROPOLITAN AREA, THIS MANUAL ALSO SERVES AS A BASIC TEXT FOR A HUMAN SERVICES CORE CURRICULUM COURSE IN COMMUNITY RESOURCES WHICH IS REQUIRED OF STUDENTS PREPARING TO BECOME SOCIAL SERVICE AND MENTAL HEALTH AIDES. INCLUDED IN THE MANUAL IS A LISTING OF THE COMMUNITY RESOURCES BY PROBLEM OR TOPIC AREA SUCH AS: (1) ABUSED CHILDREN, (2) ALCOHOLISM, (3) BLINDNESS, (4) DAY CARE CENTERS, (5) HOME CARE SERVICES, (6) HOUSING, (7) INFANT CARE, (8) OLD AGE, (9) RESIDENTIAL TREATMENT AND CARE, AND (10) UNWED MOTHERS. IN ADDITION, EACH COMMUNITY RESOURCE IS FURTHER DESCRIBED IN TERMS OF PURPOSES, ADMINISTRATOR'S NAME, ELIGIBILITY, FEES AND SERVICES, SPONSORS, ADDRESS AND TELEPHONE NUMBER, AREA SERVED, AND PROCEDURE FOR OBTAINING SERVICES. AN INTRODUCTORY SECTION DISCUSSES THE REFERENCE AND TRAINING FUNCTIONS OF THE MANUAL AND THE AREA SERVED. (SB)

VT 014 540
OCCUPATIONAL TRAINING CURRICULUM GUIDE FOR HOME ECONOMICS. WORK MATERIAL.

UNIVERSITY OF SOUTHWESTERN LOUISIANA, LAFAYETTE.;FRANCIS T. NICHOLLS STATE UNIV., THIBODAUX.;LOUISIANA STATE DEPT. OF EDUCATION, BATON ROUGE.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 245P.

DESCRIPTORS - *OCCUPATIONAL HOME ECONOMICS; *CURRICULUM GUIDES; CHILD CARE WORKERS; CHILD CARE

OCCUPATIONS; DAY CARE SERVICES; FOOD SERVICE WORKERS; FOOD SERVICE OCCUPATIONS; CLOTHING; CLOTHING MAINTENANCE SPECIALISTS; MAIDS; *SERVICE OCCUPATIONS; *SUBPROFESSIONALS; SECONDARY GRADES; HIGH SCHOOL CURRICULUM; GUIDELINES; PROGRAM PLANNING; *RESOURCE UNITS

ABSTRACT - PREPARED BY HOME ECONOMICS TEACHERS DURING A THREE-WEEK WORKSHOP, THIS CURRICULUM GUIDE CONTAINS WORK MATERIALS FOR TEACHER USE IN PLANNING TRAINING PROGRAMS PRIMARILY FOR ELEVENTH AND TWELFTH GRADE STUDENTS BUT MAY BE USED FOR OUT-OF-SCHOOL YOUTH AND ADULTS. RESOURCE UNITS ARE PROVIDED FOR THESE AREAS: (1) CHILD CARE, (2) CLOTHING, (3) FOODS, AND (4) HOUSEKEEPING. UNITS CONTAIN GENERAL OBJECTIVES, SUPPLEMENTARY MATERIALS, AND CONCEPTS WITH ACCOMPANYING GENERALIZATIONS, BEHAVIORAL OBJECTIVES, LEARNING OPPORTUNITIES, AND RESOURCES. AN INTRODUCTORY SECTION DISCUSSES THE DEVELOPMENT OF THE GUIDE, PROVIDES GUIDELINES FOR ESTABLISHING OCCUPATIONAL PROGRAMS, AND CONTAINS A GLOSSARY OF TERMS. RELATED DOCUMENTS ARE AVAILABLE AS VT 014 507, VT 014 508, AND VT 014 541 IN THIS ISSUE. (SB)|

VT 014 541
A REPORT OF WORKSHOP ON IMPROVING LEARNING FOR THE DISADVANTAGED IN HOME ECONOMICS IN LOUISIANA. WORK MATERIALS.

LOUISIANA POLYTECHNIC INST., RUSTON.;GRAMBLING COLL., LA.;NORTHEAST LOUISIANA UNIV., MONROE.;LOUISIANA STATE DEPT. OF EDUCATION, BATON ROUGE.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 118P.

DESCRIPTORS - *HOME ECONOMICS EDUCATION; *WORKSHOPS; *DISADVANTAGED YOUTH; *CURRICULUM DEVELOPMENT; INSTRUCTIONAL AIDS; *UNITS OF STUDY (SUBJECT FIELDS); RESOURCE UNITS; LEARNING MOTIVATION; STUDENT MOTIVATION; LEARNING ACTIVITIES; LEARNING CHARACTERISTICS; STUDENT CHARACTERISTICS; FAMILY CHARACTERISTICS; TEACHER EDUCATION; CLASSROOM ENVIRONMENT; DISADVANTAGED ENVIRONMENT; FAMILY ENVIRONMENT

ABSTRACT - A 3-WEEK WORKSHOP WAS HELD TO PROVIDE 22 HOME ECONOMICS TEACHERS WITH AN OPPORTUNITY TO STUDY THE NATURE OF THE DISADVANTAGED AND PROVIDE INFORMATION FOR TEACHERS TO USE TO IMPROVE LEARNING BY THE DISADVANTAGED. WORKSHOP ACTIVITIES INCLUDED A PRESENTATION OF "THE DISADVANTAGED CHILD" BY J. FROST FOLLOWED BY GROUP WORK SESSIONS WHICH CONCENTRATED STUDY IN THESE AREAS: (1) NATURE OF THE DISADVANTAGED, WHICH DISCUSSED CHARACTERISTICS, PROBLEMS AND NEEDS, ROLE OF PARENTS, AND STRENGTHS OF THE DISADVANTAGED, (2) PRINCIPLES OF LEARNING APPLIED TO THE DISADVANTAGED, WHICH DISCUSSED THE INFLUENCES OF ENVIRONMENTAL FACTORS AND CHARACTERISTICS OF THE DISADVANTAGED ON THE CLASSROOM LEARNING ENVIRONMENT, THE INSTRUCTIONAL PROGRAM, AND TEACHER'S ROLE, (3) MOTIVATION AND TEACHING AIDS, WHICH DISCUSSED THE NATURE OF MOTIVATION, THE TEACHER'S ROLE, METHODS AND TECHNIQUES FOR MOTIVATING STUDENTS, AND EXAMPLES AND USES OF SEVERAL TYPES OF TEACHING AIDS, AND (4) CURRICULUM DEVELOPMENT, WHICH DISCUSSED PLANNING PRINCIPLES AND FACTORS INDICATING A NEED FOR CURRICULUM CHANGE AND WHICH DEVELOPED TWO RESOURCE UNITS, "RESTYLING, ALTERING, AND REPAIRING CLOTHES" AND "COMPLEXION AND HAIR CARE FOR TEENAGERS." THE UNITS INCLUDE GENERAL INFORMATION, DESCRIPTION, SUBJECT MATTER OUTLINE, OBJECTIVES, ACTIVITIES, TEACHING AIDS, AND REFERENCES. RELATED DOCUMENTS ARE AVAILABLE AS VT 014 507, VT 014 508, AND VT 014 540 IN THIS ISSUE. (SB)|

VT 014 545 ED 058 447
VOCATIONAL INSTRUCTIONAL MATERIALS FOR HOME ECONOMICS AVAILABLE FROM FEDERAL AGENCIES.

NORTHWEST REGIONAL EDUCATIONAL LAB., PORTLAND, OREG.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
EDRS PRICE MF-$0.65 HC-$3.29.
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402 (STOCK NO. 1780-0839, $1.25)
PUB DATE - AUG71 93P.

DESCRIPTORS - OCCUPATIONAL HOME ECONOMICS; HOMEMAKING EDUCATION; *HOME ECONOMICS EDUCATION; *ANNOTATED BIBLIOGRAPHIES; *INSTRUCTIONAL MATERIALS; *RESOURCE MATERIALS; EDUCATIONAL RESOURCES; VOCATIONAL EDUCATION; CAREER EDUCATION; OCCUPATIONAL GUIDANCE; HANDICAPPED STUDENTS; VOCATIONAL COUNSELING; DISADVANTAGED GROUPS; TEACHER EDUCATION; HOMEMAKING SKILLS; *FEDERAL GOVERNMENT
IDENTIFIERS - *FEDERAL AGENCIES

ABSTRACT - THIS ANNOTATED BIBLIOGRAPHY LISTS CURRICULUM MATERIALS FOR HOME ECONOMICS EDUCATION WHICH WERE PRODUCED BY FEDERAL AGENCIES AND ARE APPROPRIATE FOR THESE AREAS: (1) PREPARATION FOR PERSONAL, HOME, AND FAMILY LIVING, AND (2) PREPARATION FOR OCCUPATIONS UTILIZING HOME ECONOMICS KNOWLEDGE AND SKILLS. BOTH AREAS ARE FURTHER SUBDIVIDED INTO SPECIFIC SUBJECT MATTER AREAS. IN ADDITION TO THE HOME ECONOMICS AREA, INSTRUCTIONAL MATERIALS WHICH MAY HAVE GENERAL APPLICATION TO ANY VOCATIONAL AREA ARE CLASSIFIED INTO THESE CATEGORIES: (1) BASIC EDUCATION, (2) RELATED EDUCATION, (3) GUIDANCE AND COUNSELING, (4) TEACHER EDUCATION, AND (5) DISADVANTAGED/HANDICAPPED: INTERNAL AND EXTERNAL. ENTRIES ARE ARRANGED BY TITLE AND INCLUDE DATE OF PUBLICATION, NUMBER OF PAGES, AUTHOR OR CORPORATE AUTHOR, BRIEF ANNOTATION, SPECIAL ASPECTS, DOCUMENT CONTENTS, RELEVANT INSTRUCTIONAL AREAS, AND DOCUMENT SOURCE. AN INTRODUCTORY SECTION EXPLAINS THE CODING SYSTEM, LOCATING AND ORDERING MATERIALS, AND INTERPRETING CITATIONS. RELATED DOCUMENTS ARE AVAILABLE IN THIS ISSUE AS VT 014 542-VT 014 548. (SB)

VT 014 546 ED 058 448
VOCATIONAL INSTRUCTIONAL MATERIALS FOR DISTRIBUTIVE EDUCATION AVAILABLE FROM FEDERAL AGENCIES.

NORTHWEST REGIONAL EDUCATIONAL LAB., PORTLAND, OREG.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
EDRS PRICE MF-$0.65 HC-$6.58.
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402 (STOCK NO. 1780-0837, $1.25)
PUB DATE - AUG71 104P.

DESCRIPTORS - *ANNOTATED BIBLIOGRAPHIES; *DISTRIBUTIVE EDUCATION; *INSTRUCTIONAL MATERIALS; *RESOURCE MATERIALS; EDUCATIONAL RESOURCES; VOCATIONAL EDUCATION; OCCUPATIONAL GUIDANCE; HANDICAPPED STUDENTS; VOCATIONAL COUNSELING; DISADVANTAGED GROUPS; TEACHER EDUCATION; *FEDERAL GOVERNMENT
IDENTIFIERS - *FEDERAL AGENCIES

ABSTRACT - THIS ANNOTATED BIBLIOGRAPHY LISTS CURRICULUM MATERIALS FOR DISTRIBUTIVE EDUCATION WHICH WERE PRODUCED BY FEDERAL AGENCIES AND ARE APPROPRIATE FOR THESE SUBJECT MATTER AREAS: (1) ADVERTISING, (2) APPAREL AND ACCESSORIES, (3) AUTOMOTIVE, (4) FINANCE AND CREDIT, (5) FOOD DISTRIBUTION AND SERVICES, (6) GENERAL MERCHANDISE, (7) FLORISTRY, (8) HARDWARE, BUILDING MATERIALS, FARM, AND GARDEN, (9) HOME FURNISHINGS, (10) HOTEL AND LODGING, (11) INDUSTRIAL MARKETING, (12) INSURANCE, (13) INTERNATIONAL, WHOLESALE, AND RETAIL TRADE, (14) PERSONAL SERVICES, (15) REAL ESTATE, (16) RECREATION AND TOURISM, AND (17) TRANSPORTATION. IN ADDITION TO THE DISTRIBUTIVE EDUCATION AREA, INSTRUCTIONAL MATERIALS WHICH MAY HAVE GENERAL APPLICATION TO ANY VOCATIONAL AREA ARE CLASSIFIED INTO THESE CATEGORIES: (1) BASIC EDUCATION,

(2) RELATED EDUCATION, (3) GUIDANCE AND COUNSELING, (4) TEACHER EDUCATION, AND (5) DISADVANTAGED/HANDICAPPED: INTERNAL AND EXTERNAL. ENTRIES ARE ARRANGED BY TITLE AND INCLUDE DATE OF PUBLICATION, NUMBER OF PAGES, AUTHOR OR CORPORATE AUTHOR, BRIEF ANNOTATION, SPECIAL ASPECTS, DOCUMENT CONTENTS, RELEVANT INSTRUCTIONAL AREAS, AND DOCUMENT SOURCE. AN INTRODUCTORY SECTION EXPLAINS THE CODING SYSTEM, LOCATING AND ORDERING MATERIALS AND INTERPRETING CITATIONS. RELATED DOCUMENTS ARE AVAILABLE IN THIS ISSUE AS VT 014 542-VT 014 548. (SB)

VT 014 547 ED 058 449

VOCATIONAL INSTRUCTIONAL MATERIALS FOR TRADE AND INDUSTRIAL OCCUPATIONS AVAILABLE FROM FEDERAL AGENCIES.

NORTHWEST REGIONAL EDUCATIONAL LAB., PORTLAND, OREG.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
EDRS PRICE MF-$0.65 HC-$6.58.
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402 (STOCK NUMBER 1780-0842, $1.50)
PUB DATE - AUG71 146P.

DESCRIPTORS - *ANNOTATED BIBLIOGRAPHIES; *TRADE AND INDUSTRIAL EDUCATION; *INSTRUCTIONAL MATERIALS; *RESOURCE MATERIALS; EDUCATIONAL RESOURCES; VOCATIONAL EDUCATION; CAREER EDUCATION; OCCUPATIONAL GUIDANCE; HANDICAPPED STUDENTS; VOCATIONAL COUNSELING; DISADVANTAGED GROUPS; TEACHER EDUCATION; *FEDERAL GOVERNMENT
IDENTIFIERS - *FEDERAL AGENCIES

ABSTRACT - THIS ANNOTATED BIBLIOGRAPHY LISTS CURRICULUM MATERIALS FOR TRADE AND INDUSTRIAL EDUCATION WHICH WERE PRODUCED BY FEDERAL AGENCIES AND ARE APPROPRIATE FOR 36 SUBJECT MATTER AREAS, INCLUDING: (1) AIR CONDITIONING, (2) APPLIANCE REPAIR, (3) AUTOMOTIVE SERVICES, (4) AVIATION, (5) BLUEPRINT READING, (6) COMMERCIAL ARTS, (7) CONSTRUCTION AND MAINTENANCE, (8) DRAFTING, (9) ELECTRONICS, (10) FABRIC MAINTENANCE, (11) GRAPHIC ARTS, (12) INSTRUMENT MAINTENANCE AND REPAIR, (13) METALWORKING, (14) QUANTITY FOOD OCCUPATIONS, AND (15) REFRIGERATION. WHERE POSSIBLE, THESE SUBJECT MATTER AREAS ARE FURTHER SUBDIVIDED INTO SPECIFIC OCCUPATIONAL AREAS. IN ADDITION TO THE TRADE AND INDUSTRIAL AREA, INSTRUCTIONAL MATERIALS WHICH MAY HAVE GENERAL APPLICATION TO ANY VOCATIONAL AREA ARE CLASSIFIED INTO THESE CATEGORIES: (1) BASIC EDUCATION, (2) RELATED EDUCATION, (3) GUIDANCE AND COUNSELING, (4) TEACHER EDUCATION, AND (5) DISADVANTAGED/HANDICAPPED: INTERNAL AND EXTERNAL. ENTRIES ARE ARRANGED BY TITLE AND INCLUDE DATE OF PUBLICATION, NUMBER OF PAGES, AUTHOR OR CORPORATE AUTHOR, BRIEF ANNOTATION, SPECIAL ASPECTS, DOCUMENT CONTENTS, RELEVANT INSTRUCTIONAL AREAS, AND DOCUMENT SOURCE. AN INTRODUCTORY SECTION EXPLAINS THE CODING SYSTEM, LOCATING AND ORDERING MATERIALS AND INTERPRETING CITATIONS. RELATED DOCUMENTS ARE AVAILABLE IN THIS ISSUE AS VT 014 542-VT 014 548. (SB)

VT 014 548 ED 058 450

VOCATIONAL INSTRUCTIONAL MATERIALS FOR TECHNICAL EDUCATION AVAILABLE FROM FEDERAL AGENCIES.

NORTHWEST REGIONAL EDUCATIONAL LAB., PORTLAND, OREG.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
EDRS PRICE MF-$0.65 HC-$6.58.
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402 (STOCK NUMBER 1780-0841, $1.25)
PUB DATE - AUG71 109P.

DESCRIPTORS - *ANNOTATED BIBLIOGRAPHIES; *TECHNICAL EDUCATION; VOCATIONAL EDUCATION; *INSTRUCTIONAL MATERIALS; *RESOURCE MATERIALS; EDUCATIONAL RESOURCES; CAREER EDUCATION; OCCUPATIONAL

GUIDANCE; HANDICAPPED STUDENTS; VOCATIONAL COUNSELING; DISADVANTAGED GROUPS; TEACHER EDUCATION; *FEDERAL GOVERNMENT
IDENTIFIERS - *FEDERAL AGENCIES

ABSTRACT - THIS ANNOTATED BIBLIOGRAPHY LISTS CURRICULUM MATERIALS FOR TECHNICAL EDUCATION WHICH WERE PRODUCED BY FEDERAL AGENCIES AND ARE RELATED TO THESE SUBJECT MATTER AREAS: (1) ENGINEERING, (2) AGRICULTURE, (3) HEALTH, (4) OFFICE, AND (5) HOME ECONOMICS. WHERE POSSIBLE, THESE SUBJECT MATTER AREAS ARE FURTHER SUBDIVIDED INTO SPECIFIC OCCUPATIONAL AREAS. IN ADDITION TO THE TECHNICAL EDUCATION AREA, INSTRUCTIONAL MATERIALS WHICH MAY HAVE GENERAL APPLICATION TO ANY VOCATIONAL AREA ARE CLASSIFIED INTO THESE CATEGORIES: (1) BASIC EDUCATION, (2) RELATED EDUCATION, (3) GUIDANCE AND COUNSELING, (4) TEACHER EDUCATION, AND (5) DISADVANTAGED/HANDICAPPED: 2NTERNAL AND EXTERNAL. ENTRIES ARE ARRANGED BY TITLE AND INCLUDE DATE OF PUBLICATION, NUMBER OF PAGES, AUTHOR OR CORPORATE AUTHOR, BRIEF ANNOTATION, SPECIAL ASPECTS, DOCUMENT CONTENTS, RELEVANT INSTRUCTIONAL AREAS, AND DOCUMENT SOURCE. AN INTRODUCTORY SECTION EXPLAINS THE CODING SYSTEM, LOCATING AND ORDERING MATERIALS, AND INTERPRETING CITATIONS. RELATED DOCUMENTS ARE AVAILABLE IN THIS ISSUE AS VT 014 542-VT 014 547. (SB)

VT 014 551
CAREERS UNLIMITED...MANUFACTURING--ENGLISH.

SYRACUSE CITY SCHOOL DISTRICT, N.Y.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 12P.

DESCRIPTORS - *CAREER EDUCATION; *OCCUPATIONAL INFORMATION; VOCATIONAL GUIDANCE; BEHAVIORAL OBJECTIVES; LEARNING ACTIVITIES; INSTRUCTIONAL MATERIALS; *STUDY GUIDES; TEACHING GUIDES; *MANUFACTURING INDUSTRY; *ENGLISH; EDUCATIONAL NEEDS; EMPLOYMENT OPPORTUNITIES; SKILL DEVELOPMENT

ABSTRACT - DEVELOPED WITHIN A CITY SCHOOL DISTRICT FOR USE IN A GUIDED OCCUPATIONAL ORIENTATION PROGRAM, THIS STUDY GUIDE IS ONE IN A SERIES DESIGNED TO EXPLAIN AND REINFORCE THE CONCEPTS OF ENGLISH, SOCIAL STUDIES, MATHEMATICS AND SCIENCE NEEDED BY PERSONS IN MANUFACTURING INDUSTRIES. THIS PARTICULAR DOCUMENT CONCERNS THE CONTRIBUTIONS ENGLISH CAN MAKE TO THESE PERSONS. BEHAVIORAL OBJECTIVES ARE STATED AND SUGGESTED ACTIVITIES ARE LISTED FOR MEETING THE OBJECTIVES. THE OBJECTIVES IN THIS GUIDE INCLUDE THOSE CONCERNED WITH THE AUTOMOBILE INDUSTRY, TEXTILES, STEEL MAKING, MACHINE TRADES, AND BENCH WORK. (GEB)|

VT 014 558
FASHION AND CLOTHING CAREERS. GUIDED OCCUPATIONAL ORIENTATION.

SYRACUSE CITY SCHOOL DISTRICT, N.Y.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 39P.

DESCRIPTORS - *CAREER EDUCATION; *OCCUPATIONAL INFORMATION; *VOCATIONAL GUIDANCE; PRETESTS; POST TESTING; GLOSSARIES; BIBLIOGRAPHIES; INSTRUCTIONAL MATERIALS; TEACHING GUIDES; *WORKBOOKS; ELEMENTARY GRADES; LEARNING ACTIVITIES; *CLOTHING; MERCHANDISING
IDENTIFIERS - *FASHIONS

ABSTRACT - DEVELOPED BY THE CAREER CENTER FOR OCCUPATIONAL ORIENTATION, THESE MATERIALS ARE DESIGNED FOR STUDENT AND TEACHER USE IN LEARNING ABOUT SPECIFIC OCCUPATIONS. THIS DOCUMENT IS CONCERNED WITH FASHION AND CLOTHING CAREERS. TOPICS INCLUDE: (1) NATURE OF WORK, (2) REQUIREMENTS OF THE JOB, (3) CONDITIONS OF WORK, AND (4) ADVANTAGES OF THE JOB. LEARNING ACTIVITIES AND ENRICHMENT PROJECTS ARE INCLUDED FOR 16 ASSIGNMENTS. A PRETEST AND POSTTEST, A BIBLIOGRAPHY, STANDARD INTERVIEW SHEET, AND A GLOSSARY ARE INCLUDED. THE DOCUMENT IS ILLUSTRATED WITH

LINE SKETCHES. (GEB)|

VT 014 560
SCHOOL WORKERS. GUIDED OCCUPATIONAL ORIENTATION.

SYRACUSE CITY SCHOOL DISTRICT, N.Y.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 61P.

DESCRIPTORS - *CAREER EDUCATION; *OCCUPATIONAL INFORMATION; *VOCATIONAL GUIDANCE; PRETESTS; POST TESTING; GLOSSARIES; BIBLIOGRAPHIES; INSTRUCTIONAL MATERIALS; TEACHING GUIDES; *WORKBOOKS; ELEMENTARY GRADES; LEARNING ACTIVITIES; TEACHERS; *PARAPROFESSIONAL; SCHOOL PERSONNEL; SCHOOL ADMINISTRATION

ABSTRACT - DEVELOPED BY THE CAREER CENTER FOR OCCUPATIONAL ORIENTATION, THESE MATERIALS ARE DESIGNED FOR STUDENT AND TEACHER USE IN LEARNING ABOUT SPECIFIC OCCUPATIONS. THIS DOCUMENT IS CONCERNED WITH SCHOOL WORKERS. TOPICS INCLUDE: (1) NATURE OF WORK, (2) REQUIREMENTS OF THE JOB, (3) CONDITIONS OF WORK, AND (4) ADVANTAGES OF THE JOB. LEARNING ACTIVITIES AND ENRICHMENT PROJECTS ARE INCLUDED FOR 12 ASSIGNMENTS. A PRETEST AND POSTTEST, A BIBLIOGRAPHY, STANDARD INTERVIEW SHEET, AND A GLOSSARY ARE INCLUDED. THE DOCUMENT IS ILLUSTRATED WITH LINE SKETCHES. (GEB)|

VT 014 561
RESTAURANT CAREERS. GUIDED OCCUPATIONAL ORIENTATION.

SYRACUSE CITY SCHOOL DISTRICT, N.Y.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 43P.

DESCRIPTORS - *CAREER EDUCATION; *OCCUPATIONAL INFORMATION; *VOCATIONAL GUIDANCE; PRETESTS; POST TESTING; GLOSSARIES; BIBLIOGRAPHIES; INSTRUCTIONAL MATERIALS; TEACHING GUIDES; *WORKBOOKS; ELEMENTARY GRADES; LEARNING ACTIVITIES; *FOOD SERVICE OCCUPATIONS

ABSTRACT - DEVELOPED BY THE CAREER CENTER FOR OCCUPATIONAL ORIENTATION, THESE MATERIALS ARE DESIGNED FOR STUDENT AND TEACHER USE IN LEARNING ABOUT SPECIFIC OCCUPATIONS. THIS DOCUMENT IS CONCERNED WITH RESTAURANT CAREERS. TOPICS INCLUDE: (1) NATURE OF WORK, (2) REQUIREMENTS OF THE JOB, (3) CONDITIONS OF WORK, AND (4) ADVANTAGES OF THE JOB. LEARNING ACTIVITIES AND ENRICHMENT PROJECTS ARE INCLUDED FOR 29 ASSIGNMENTS. A PRETEST AND POSTTEST, A BIBLIOGRAPHY, STANDARD INTERVIEW SHEET, AND A GLOSSARY ARE INCLUDED. THE DOCUMENT IS ILLUSTRATED WITH LINE SKETCHES. (GEB)|

VT 014 567
NEWSPAPER CAREERS. GUIDED OCCUPATIONAL ORIENTATION.

SYRACUSE CITY SCHOOL DISTRICT, N.Y.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 42P.

DESCRIPTORS - *CAREER EDUCATION; *OCCUPATIONAL INFORMATION; VOCATIONAL GUIDANCE; PRETESTS; POST TESTING; GLOSSARIES; BIBLIOGRAPHIES; INSTRUCTIONAL MATERIALS; TEACHING GUIDES; *WORKBOOKS; ELEMENTARY GRADES; LEARNING ACTIVITIES; *SERVICE OCCUPATIONS; *NEWSPAPERS
IDENTIFIERS - *NEWSPAPER CAREERS

ABSTRACT - DEVELOPED BY THE CAREER CENTER FOR OCCUPATIONAL ORIENTATION, THESE MATERIALS ARE DESIGNED FOR STUDENT AND TEACHER USE IN LEARNING ABOUT SPECIFIC OCCUPATIONS. THIS DOCUMENT IS CONCERNED WITH NEWSPAPER CAREERS. TOPICS INCLUDE: (1) NATURE OF WORK, (2) REQUIREMENTS OF THE JOB, (3) CONDITIONS OF WORK, AND (4) ADVANTAGES OF THE JOB. LEARNING ACTIVITIES AND ENRICHMENT PROJECTS ARE INCLUDED FOR 22 ASSIGNMENTS. A PRETEST AND POSTTEST, A BIBLIOGRAPHY, STANDARD INTERVIEW SHEET, AND A GLOSSARY ARE INCLUDED. THE DOCUMENT IS ILLUSTRATED WITH LINE SKETCHES. (GEB)|

VT 014 581 ED 059 368

POINTER, LEAH J., ED.
THE WORLD OF WORK. A CURRICULUM GUIDE FOR GRADES ONE THROUGH TWELVE.

ORLEANS PARISH SCHOOL BOARD, NEW ORLEANS, LA.;EDUCATIONAL SYSTEMS DEVELOPMENT CORP., NEW ORLEANS, LA.
EDRS PRICE MF-$0.65 HC-$3.29.
PUB DATE - ND 72P.

DESCRIPTORS - *CURRICULUM GUIDES; *OCCUPATIONAL INFORMATION; *CAREER CHOICE; CAREER PLANNING; CAREER OPPORTUNITIES; EMPLOYMENT OPPORTUNITIES; *VOCATIONAL INTERESTS; VOCATIONAL EDUCATION; SELF CONCEPT; DECISION MAKING SKILLS; ELEMENTARY GRADES; SECONDARY GRADES; *CAREER EDUCATION
IDENTIFIERS - *THE WORLD OF WORK

ABSTRACT - DEVELOPED BY A COMMITTEE OF PRINCIPALS, COUNSELORS, AND TEACHERS AS PART OF THE LOCAL WORLD OF WORK PROGRAM, THIS CURRICULUM GUIDE IS DESIGNED TO AID IN PROVIDING OCCUPATIONAL INFORMATION AND CAREER DECISION-MAKING SKILLS FOR GRADES K-12. MAJOR PURPOSES OF THE GUIDE ARE TO: (1) PROVIDE OCCUPATIONAL INFORMATION THAT IS BOTH EDUCATIONAL AND VOCATIONAL, (2) GIVE THE STUDENT EXPERIENCES AND TRAINING IN DECISION-MAKING, (3) DEVELOP IN THE STUDENT A HEALTHY SELF-CONCEPT, AND (4) UTILIZE COMMUNITY RESOURCES TO ENHANCE THE STUDENT'S KNOWLEDGE OF CAREERS. DETAILED CURRICULUM OUTLINES ARE SUGGESTED FOR ELEMENTARY GRADES (KINDERGARTEN, LOWER AND UPPER PRIMARY), SECONDARY GRADES (GRADES 7-11), AND 12TH GRADE. SEVERAL QUESTIONNAIRES, DATA GATHERING METHODS, SAMPLE PARENT INTERVIEW FORMS, AN ATTITUDE SURVEY, AND SELF RATING AND EVALUATION CHARTS ARE APPENDED. RESOURCE MATERIALS FOR ALL GRADE LEVELS ARE LISTED. (AW)

VT 014 582
GUIDE TO TEACHING SEVENTH GRADE HOME ECONOMICS.

LONG BEACH UNIFIED SCHOOL DISTRICT, CALIF. OFFICE OF CURRICULUM AND INSTRUCTION.
MF AVAILABLE IN VT-ERIC SET.
OFFICE OF CURRICULUM AND INSTRUCTION, LONG BEACH UNIFIED SCHOOL DISTRICT, 701 LOCUST AVENUE, LONG BEACH, CALIFORNIA, 90813
PUB DATE - 69 65P.

DESCRIPTORS - *HOME ECONOMICS EDUCATION; OCCUPATIONAL HOME ECONOMICS; *CURRICULUM GUIDES; GRADE 7; LEARNING ACTIVITIES; EVALUATION TECHNIQUES; EDUCATIONAL PHILOSOPHY; TEENAGERS; PROGRAM PLANNING

ABSTRACT - PREPARED BY A COMMITTEE OF HOME ECONOMICS TEACHERS, THIS CURRICULUM GUIDE IS FOR TEACHER USE IN PLANNING SEVENTH GRADE HOMEMAKING EXPERIENCES. UNITS ARE: (1) YOU: PRESENT AND FUTURE, (2) TEEN-AGE FASHIONS, (3) FOODS AND NUTRITION, SAFETY MANAGEMENT, (4) CHILD DEVELOPMENT, (5) A NEW VIEW OF YOU, (6) BABY-SITTING AND CHILD CARE, (7) YOUR CLOTHES AND YOU, AND (8) FOODS AND NUTRITION, HEALTH. EACH UNIT CONTAINS SUGGESTED TIME ALLOTMENT, CONCEPTS AND GENERALIZATIONS, LEARNING EXPERIENCES, EVALUATION SUGGESTIONS, RESOURCE MATERIALS, AND APPLICATIONS TO GAINFUL EMPLOYMENT. AN INTRODUCTORY SECTION INCLUDES A STATEMENT OF EDUCATIONAL PHILOSOPHY, CHARACTERISTICS OF ADOLESCENTS, SUGGESTIONS FOR USING THE GUIDE, AND SEQUENCE CHART. A RELATED DOCUMENT IS AVAILABLE AS VT 014 583 IN THIS ISSUE. (SB)

VT 014 583
EICHORN, MARTHA C.;FRANKE, REBA F.
GUIDE TO TEACHING MANAGEMENT AND CONSUMER ECONOMICS FOR HOME ECONOMICS CLASSES.

LONG BEACH UNIFIED SCHOOL DISTRICT, CALIF. OFFICE OF CURRICULUM AND INSTRUCTION.
MF AVAILABLE IN VT-ERIC SET.
OFFICE OF CURRICULUM AND INSTRUCTION, LONG BEACH UNIFIED SCHOOL DISTRICT, 701 LOCUST AVENUE, LONG BEACH, CALIFORNIA 90813
PUB DATE - 70 99P.

DESCRIPTORS - *HOMEMAKING EDUCATION; CONSUMER EDUCATION; *FAMILY MANAGEMENT; *MONEY MANAGEMENT; *CONSUMER ECONOMICS; TEACHING GUIDES; *CURRICULUM GUIDES; LEARNING ACTIVITIES; BEHAVIORAL OBJECTIVES

ABSTRACT - THIS GUIDE WAS PREPARED FOR USE IN TEACHING FAMILY AND FINANCIAL MANAGEMENT. CONTENTS INCLUDE A TOPICAL OUTLINE, TEACHING REFERENCES, AND GOALS, WITH ACCOMPANYING OBJECTIVES, SUBJECT MATTER CONTENT, LEARNING EXPERIENCES, RESOURCES, AND EVALUATION SUGGESTIONS. A RELATED DOCUMENT IS AVAILABLE AS VT 014 582 IN THIS ISSUE. (SB)|

VT 014 588
RESOURCE UNIT: ELEMENTARY SCHOOL PROJECT FOR LEVEL TWO. EXEMPLARY PROGRAM OF AWARENESS AND CAREER DEVELOPMENT.

LINCOLN COUNTY BOARD OF EDUCATION, HAMLIN, W. VA. DEPT. OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 68P.

DESCRIPTORS - *RESOURCE UNITS; LESSON PLANS; *OCCUPATIONAL INFORMATION; *CAREER OPPORTUNITIES; OCCUPATIONS; ELEMENTARY GRADES; *VOCATIONAL DEVELOPMENT; *CAREER PLANNING; CAREER EDUCATION
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - PREPARED FOR USE IN THE SECOND PHASE OF A PROGRAM DESIGNED TO DEVELOP CAREER AWARENESS IN ELEMENTARY SCHOOL STUDENTS, THIS RESOURCE UNIT INVOLVES JOB SKILLS AND THEIR RELATIONSHIP TO THE TOTAL COMMUNITY. GENERAL AND BEHAVIORAL OBJECTIVES OF THE PROGRAM, SUGGESTED TEACHING STRATEGIES AND CORRELATION OF SUBJECTS TO BE TAUGHT, METHODS OF EVALUATION, AND GENERAL INFORMATION ON THE PROGRAM ARE FOLLOWED BY APPENDIXES INCLUDING: (1) A LIST OF OCCUPATIONS TO BE INCORPORATED INTO THIS PHASE OF THE PROGRAM, (2) A SUGGESTED LETTER TO PARENTS, (3) PLANS AND GENERAL INFORMATION ON FIELD TRIPS, (4) A RESOURCE BIBLIOGRAPHY INCLUDING RECORDS, FILMS, FILMSTRIPS, BRIEFS, BOOKS, MUSIC, TRANSPARENCIES, AND REFERENCE MATERIALS, AND (5) LESSON PLANS FOR FOUR TEACHING UNITS. RELATED DOCUMENTS ARE AVAILABLE IN THIS ISSUE AS VT 014 589 AND VT 014 590. (AW)|

VT 014 589
WOODALL, THOMAS E., AND OTHERS
OCCUPATIONAL AWARENESS TEST LEVEL ONE, TEACHER'S COPY. EXEMPLARY PROGRAM OF AWARENESS AND CAREER DEVELOPMENT.

LINCOLN COUNTY BOARD OF EDUCATION, HAMLIN, W. VA. DEPT. OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 35P.

DESCRIPTORS - *TESTS; *MEASUREMENT INSTRUMENTS; EVALUATION; ELEMENTARY GRADES; COGNITIVE TESTS; *OCCUPATIONAL INFORMATION; OCCUPATIONS; CAREER OPPORTUNITIES; *PERCEPTION; *CURRICULUM EVALUATION; PROGRAM EVALUATION; CAREER PLANNING; VOCATIONAL DEVELOPMENT; CAREER EDUCATION
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - DESIGNED AS AN INSTRUMENT FOR MEASURING THE EXTENT TO WHICH THE LEVEL ONE OCCUPATIONAL AWARENESS CURRICULUM HAS INCREASED ELEMENTARY SCHOOL STUDENTS' KNOWLEDGE OF OCCUPATIONAL ALTERNATIVES OVER A 1-YEAR TIME SPAN, THIS TEST INCLUDES FOUR SECTIONS, EACH DESIGNED TO FOCUS ON A PARTICULAR PHASE OF OCCUPATIONAL AWARENESS. THE FIRST SECTION OF THE TEST INVOLVES THE IDENTIFICATION OF OCCUPATIONAL FIGURES; SECTION II IS CONCERNED WITH SELECTION OF APPROPRIATE OCCUPATIONAL TOOLS; SECTION III IS DESIGNED TO TEST THE ABILITY OF STUDENTS TO PLACE WORKERS IN THEIR PROPER ENVIRONMENTAL SETTING; AND THE LAST SECTION RELATES TO THE STUDENTS' KNOWLEDGE OF THE OCCUPATIONAL ELEMENTS INVOLVED IN THE PROCESSES OF HOME AND FAMILY INTERACTIONS, AND IN THE AREA OF COMMUNITY

SERVICES. GENERAL DIRECTIONS FOR ADMINISTERING THE TEST ARE GIVEN, EMPHASIZING THE NEED FOR THE TEACHER TO DEMONSTRATE THE PROPER PROCEDURE FOR ANSWERING EACH PORTION OF THE TEST. RELATED DOCUMENTS ARE AVAILABLE IN THIS ISSUE AS VT 014 588 AND VT 014 590. (AW)|

VT 014 590
TEACHER'S UNIT EVALUATION OF CAREER EDUCATION UNITS. EXEMPLARY PROGRAM OF AWARENESS AND CAREER DEVELOPMENT.

LINCOLN COUNTY BOARD OF EDUCATION, HAMLIN, W. VA. DEPT. OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 6P.

DESCRIPTORS - *EVALUATION; *CURRICULUM EVALUATION; *CAREER PLANNING; OCCUPATIONAL INFORMATION; UNIT PLAN; *QUESTIONNAIRES; *TEACHER ATTITUDES; CAREER EDUCATION

ABSTRACT - AS A MEANS OF MAXIMIZING TEACHER INVOLVEMENT IN THE CAREER EDUCATION AND OCCUPATIONAL AWARENESS PROGRAM, A COUNTY CAREER DEVELOPMENT STAFF PREPARED THIS SERIES OF QUESTIONS TO BE ANSWERED BY TEACHERS AS AN IN-DEPTH APPRAISAL OF THE EFFECTIVENESS OF THE TEACHING UNITS THEY USE IN THEIR CLASSROOMS. QUESTIONS FOCUS ON TEACHERS' PERCEPTIONS IN SUCH AREAS AS OUTSTANDING FEATURES OF THE UNIT, MAJOR CHANGES RECOMMENDED, ADDITIONS, AND FACTORS CONTRIBUTING TO THE UNIT'S SUCCESS. RELATED DOCUMENTS ARE AVAILABLE IN THIS ISSUE AS VT 014 588 AND VT 014 589. (AW)|

VT 014 600
DAVIS, E.E., JR.
FILMS FOR CLASSROOM TEACHING.

LOUISIANA STATE DEPT. OF EDUCATION, BATON ROUGE.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 71P.

DESCRIPTORS - AUDIOVISUAL AIDS; *FILMS; FILM LIBRARIES; *TAPE RECORDINGS; *INSTRUCTIONAL MATERIALS; STATE LIBRARIES; REGIONAL LIBRARIES; *CATALOGUES; GENERAL EDUCATION; VOCATIONAL EDUCATION
IDENTIFIERS - *LOUISIANA

ABSTRACT - PREPARED BY A SUPERVISOR OF AUDIO VISUAL INSTRUCTION, THIS FILM CATALOG INCLUDES THOSE 16MM INSTRUCTIONAL FILMS AND TAPES CONTAINED IN THE LOUISIANA REGIONAL FILM LIBRARIES. THE TITLES ARE ARRANGED ALPHABETICALLY UNDER THE SUBJECT MATTER AREAS OF: (1) AGRICULTURE, (2) ART, (3) AUDIO VISUAL, (4) BUSINESS EDUCATION, (5) COMMUNICATION, (6) ENGLISH AND LANGUAGE ARTS, (7) ENGINEERING, (8) FOOD PRESERVATION, (9) GUIDANCE, (10) HEALTH AND PHYSICAL EDUCATION, (11) HOME ECONOMICS, (12) INDUSTRIAL ARTS, (13) LIBRARY, (14) MATHEMATICS, (15) MUSIC, (16) SAFETY EDUCATION, (17) SCIENCE, (18) SOCIAL STUDIES, AND (19) TRANSPORTATION. INSTRUCTIONS ON HOW TO USE THE CATALOG, A KEY TO SYMBOLS AND ABBREVIATIONS, AND SUGGESTIONS ON USING THE FILMS ARE INCLUDED. (GEB)|

VT 014 603
ELEMENTARY OCCUPATIONAL INFORMATION PROGRAM.

ILLINOIS COMMUNITY UNIT SCHOOL DISTRICT 9, GRANITE CITY.
MF AVAILABLE IN VT-ERIC SET.
COMMUNITY UNIT SCHOOL DISTRICT #9, 20TH & ADAMS STREET, GRANITE CITY, ILLINOIS 62040 ($1.50)
PUB DATE - ND 86P.

DESCRIPTORS - *CAREER EDUCATION; *TEACHING GUIDES; *OCCUPATIONAL INFORMATION; VOCATIONAL EDUCATION; *OCCUPATIONS; *ELEMENTARY GRADES; ELEMENTARY SCHOOL CURRICULUM; LEARNING ACTIVITIES
IDENTIFIERS - *OCCUPATIONAL EXPLORATION; CAREER LATTICE

ABSTRACT - THIS GUIDE CONTAINS INFORMATION FOR TEACHER USE IN PLANNING OCCUPATIONAL EXPLORATION EXPERIENCES FOR GRADES 5-6.

ORGANIZED INTO THREE SECTIONS ON THE BASIS OF GRADE LEVEL (K-2, 3-4, AND 5-6), EACH SECTION CONTAINS OBJECTIVES, SUGGESTED LEARNING ACTIVITIES AND RESOURCES WITH EMPHASIS ON LOCAL RESOURCES, AND A CAREER LATTICE OF SUGGESTED OCCUPATIONS IN THESE AREAS: (1) INDUSTRY, (2) HEALTH, (3) PUBLIC AND PERSONAL SERVICES, (4) APPLIED BIOLOGY AND AGRICULTURE, (5) BUSINESS MARKETING AND MANAGEMENT, AND (6) CONSTRUCTION. THE DOCUMENT ALSO CONTAINS A LISTING OF COMMUNITY RESOURCES BY OCCUPATIONAL AREA, SUGGESTIONS FOR PLANNING FIELD TRIPS, AN ALPHABETICAL LISTING OF FIELD TRIPS, AND RELATED INSTRUCTIONAL MATERIALS. (SB)|

VT 014 605
EMPLOYEE IMPROVEMENT PROGRAM.
PERSONALITY DEVELOPMENT,
INSTRUCTOR'S GUIDE.

NORTH CAROLINA STATE BOARD OF
EDUCATION, RALEIGH. DIV. OF
VOCATIONAL-TECHNICAL PROGRAMS.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 38P.

DESCRIPTORS - *PERSONALITY DEVELOPMENT; *HUMAN RELATIONS; SELF ACTUALIZATION; *EMPLOYEE ATTITUDES; *BUSINESS SUBJECTS; *TEACHING GUIDES; INSTRUCTIONAL MATERIALS; REFERENCE MATERIALS; IMPROVEMENT PROGRAMS; SELF EVALUATION

ABSTRACT - DEVELOPED BY THE STATE BOARD OF EDUCATION, THIS IS ONE OF THE ELECTIVE 10-HOUR COURSES IN THE EMPLOYEE IMPROVEMENT PROGRAM, AND IS DESIGNED TO GIVE THE EMPLOYEE MOTIVATION FOR AND WAYS OF IMPROVING INDIVIDUAL PERSONALITY. CONTENTS INCLUDE SESSIONS ENTITLED: (1) WHAT IS PERSONALITY, (2) INDIVIDUAL PERSONALITY AND RELATION TO OTHERS, (3) EMOTIONS IN RELATION TO PERSONALITY, (4) CONTROLLING ACTIONS AND ATTITUDES OF OTHERS, AND (5) SELF AND BUSINESS IMPROVEMENT. THE MATERIAL PROVIDED FOR EACH SESSION INCLUDES OBJECTIVES OF THE SESSION, SUPPLIES NEEDED, CONTENT, AND TEACHING SUGGESTIONS. A PERSONALITY INVENTORY, A QUIZ, A LIST OF PERSONALITY TRAITS MOST CUSTOMERS LIKE AND DISLIKE, AND SUGGESTED REFERENCE MATERIALS ARE INCLUDED. (GEB)|

VT 014 607
HOOTS, WILLIAM R., JR., ED.;BRYANT,
C. DOUGLAS, ED.
CURRICULAR CONSIDERATIONS FOR
MIDDLE SCHOOL OCCUPATIONAL
EDUCATION.

NORTH CAROLINA STATE BOARD OF
EDUCATION, RALEIGH. DIV. OF
OCCUPATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 70
103P.DEVELOPED AT THE MIDDLE SCHOOL
OCCUPATIONAL EDUCATION WORKSHOP
(GREENVILLE, NORTH CAROLINA, JUNE
8-JULY 3, 1970).

DESCRIPTORS - *OCCUPATIONAL INFORMATION; *OCCUPATIONAL GUIDANCE; CAREER PLANNING; MIDDLE SCHOOLS; EDUCATIONAL PLANNING; *CURRICULUM GUIDES; *PROGRAM DEVELOPMENT; EDUCATIONAL PHILOSOPHY; RESOURCE MATERIALS; BIBLIOGRAPHIES; *VOCATIONAL EDUCATION; INTERMEDIATE GRADES; COURSE CONTENT; COURSE OBJECTIVES; LEARNING ACTIVITIES; ACTIVITY UNITS

ABSTRACT - DEVELOPED UNDER THE AUTHORITY OF THE DEPARTMENT OF PUBLIC INSTRUCTION IN CONJUNCTION WITH AN EDUCATION WORKSHOP, THIS CURRICULUM GUIDE WAS DESIGNED TO ASSIST SCHOOL PERSONNEL IN PLANNING AND TEACHING PROGRAMS OF MIDDLE SCHOOL OCCUPATIONAL EDUCATION. THE MATERIAL IS NOT COMPLETE AND IS INTENDED FOR TEACHER MODIFICATION AND COMPLETION IN PREPARATION FOR CLASSROOM ACTIVITIES. FOLLOWING THE INTRODUCTION AND A STATED PHILOSOPHY, THE THREE PRIMARY SECTIONS ARE: (1) IMPLEMENTATION, INCLUDING THE COMPONENTS OF A PROGRAM, APPROACHES, OBJECTIVES, AND UNIT PLANS, (2) RESOURCES, INCLUDING THOSE FOR OCCUPATIONAL AND ACADEMIC SUBJECTS, AND FOR GUIDANCE, AND (3) MODEL UNITS, INCLUDING SUGGESTIONS FOR UNITS IN SELF APPRAISAL, RELATED SCHOOL

OCCUPATIONS, INSURANCE, APPAREL OCCUPATIONS, AND BUILDING TRADES. (GEB)|

VT 014 628
CUSTOMER RELATIONS, INSTRUCTOR'S GUIDE.

NORTH CAROLINA STATE BOARD OF EDUCATION, RALEIGH. DIV. OF VOCATIONAL-TECHNICAL PROGRAMS.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 41P.

DESCRIPTORS - *HUMAN RELATIONS; *SALESMANSHIP; BUSINESS SUBJECTS; PERSONALITY DEVELOPMENT; *IMPROVEMENT PROGRAMS; *EMPLOYEE ATTITUDES; *TEACHING GUIDES; INSTRUCTIONAL MATERIALS; REFERENCE MATERIALS

ABSTRACT - DEVELOPED BY THE STATE BOARD OF EDUCATION, THIS TEACHING GUIDE IS DESIGNED FOR INSTRUCTOR USE IN TEACHING CUSTOMER RELATIONS IN THE EMPLOYEE IMPROVEMENT PROGRAM. THE COURSE IS DESIGNED TO IMPROVE CUSTOMER RELATIONS AND TO DEVELOP A CLIENTELE BY BETTER UNDERSTANDING THE CUSTOMER. CONTENTS INCLUDE SESSIONS ENTITLED: (1) THE CUSTOMER AND RELATIONSHIPS, (2) TODAY'S ADULT CUSTOMERS, (3) TODAY'S TEENAGE CUSTOMERS, (4) UNDERSTANDING WHY CUSTOMERS BUY AND THE IMPORTANCE OF SERVICE, AND (5) CUSTOMER SERVICE. THE MATERIAL PROVIDED FOR EACH SESSION INCLUDES OBJECTIVES OF THE SESSION, SUPPLIES NEEDED, CONTENT, AND TEACHING SUGGESTIONS. SUMMARY QUIZZES, PROBLEMS OF TODAY'S CUSTOMERS, AND SUGGESTIONS FOR ANALYZING CUSTOMER WANTS ARE INCLUDED. (GEB)|

VT 014 639
AN OUTLINE OF CURRICULUM CONTENT, HUMAN GROWTH, AND DEVELOPMENT, KINDERGARTEN THROUGH GRADE THREE. FOR TEACHER USE ONLY.

MINNEAPOLIS PUBLIC SCHOOLS, MINN.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 70 45P.

DESCRIPTORS - *CURRICULUM GUIDES; *SEX EDUCATION; *ELEMENTARY GRADES; ELEMENTARY SCHOOL CURRICULUM; FAMILY LIFE EDUCATION; TEACHER EDUCATION; PARENT EDUCATION; BIBLIOGRAPHIES; GRADE 3

ABSTRACT - THIS GUIDE IS FOR TEACHER USE IN PLANNING EXPERIENCES RELATED TO HUMAN GROWTH AND DEVELOPMENT FOR GRADES K-3. CONTENTS ARE ORGANIZED BY GRADE LEVEL AND INCLUDE MAJOR CONCEPTS ACCOMPANIED BY SUBJECT MATTER CONTENT, ACTIVITIES, AND RESOURCES. AN INTRODUCTORY SECTION PROVIDES AN OVERVIEW AND BACKGROUND OF THE HUMAN GROWTH AND DEVELOPMENT PROGRAM, SUGGESTIONS FOR ADMINISTRATOR USE IN PROGRAM ORIENTATION, AND A LISTING OF FILMS FOR TEACHER AND PARENT EDUCATION. A LISTING OF SUGGESTED REFERENCES FOR PARENTS AND TEACHERS IS INCLUDED. A RELATED DOCUMENT IS AVAILABLE AS VT 014 640, ALSO IN THIS ISSUE. (SB)|

VT 014 640
AN OUTLINE OF CURRICULUM CONTENT, HUMAN GROWTH, AND DEVELOPMENT, FOURTH, FIFTH AND SIXTH GRADES. FOR TEACHER USE ONLY.

MINNEAPOLIS PUBLIC SCHOOLS, MINN.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 70 35P.

DESCRIPTORS - *CURRICULUM GUIDES; *SEX EDUCATION; *ELEMENTARY GRADES; ELEMENTARY SCHOOL CURRICULUM; FAMILY LIFE EDUCATION; PARENT EDUCATION; BIBLIOGRAPHIES; GRADE 4

ABSTRACT - THIS GUIDE IS FOR TEACHER USE IN PLANNING EXPERIENCES RELATED TO HUMAN GROWTH AND DEVELOPMENT FOR GRADES 4-6. CONTENTS ARE ORGANIZED BY GRADE LEVEL AND INCLUDE MAJOR CONCEPTS ACCOMPANIED BY SUBJECT MATTER CONTENT, ACTIVITIES, AND RESOURCES. AN INTRODUCTORY SECTION PROVIDES AN OVERVIEW AND BACKGROUND OF THE HUMAN GROWTH AND DEVELOPMENT PROGRAM AND SUGGESTIONS FOR ADMINISTRATOR AND TEACHER USE IN PROGRAM ORIENTATION. A LISTING OF SUGGESTED REFERENCES FOR PARENTS, TEACHERS, AND CHILDREN IS INCLUDED. A RELATED DOCUMENT IS AVAILABLE AS

VT 014 640, ALSO IN THIS ISSUE. (SB)|

[illegible] 014 645 ED 061 413
WRITING PERFORMANCE GOALS: STRATEGY AND PROTOTYPES. A MANUAL FOR VOCATIONAL AND TECHNICAL EDUCATORS.

OHIO STATE UNIV., COLUMBUS. CENTER FOR VOCATIONAL AND TECHNICAL EDUCATION.;MCGRAW-HILL BOOK CO., NEW YORK, N.Y. GREGG DIV.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
EDRS PRICE MF-$0.65 HC-$6.58.
GREGG DIVISION, MCGRAW-HILL BOOK COMPANY, NEW YORK, NEW YORK (PRODUCT CODE # 24640-8, $3.60 NET)
PUB DATE - ND 107P.

DESCRIPTORS - *PERFORMANCE CRITERIA; MANUALS; PERFORMANCE; STANDARDS; *EDUCATIONAL SPECIFICATIONS; PERFORMANCE SPECIFICATIONS; *EDUCATIONAL STRATEGIES; *MODELS; EDUCATIONAL OBJECTIVES; *BEHAVIORAL OBJECTIVES; VOCATIONAL EDUCATION; TECHNICAL [illegible]UCATION; GUIDELINES

ABSTRACT - THE RESULT OF A COOPERATIVE PROJECT OF THE CENTER FOR VOCATIONAL AND TECHNICAL EDUCATION AT THE OHIO STATE UNIVERSITY AND THE MCGRAW-HILL BOOK COMPANY, THIS MANUAL WAS PREPARED TO DEVELOP PROTOTYPES OF PERFORMANCE GOALS FOR USE BY CURRICULUM SPECIALISTS AND DEVELOPERS OF INSTRUCTIONAL MATERIALS IN VOCATIONAL AND TECHNICAL EDUCATION AND TO PROVIDE CONCOMITANT GUIDELINES FOR TRAINING WRITERS OF PERFORMANCE GOALS. THE DOCUMENT CONTAINS TWO SECTIONS, WITH THE FIRST PART MAKING UP THE MANUAL FOR PREPARING PERFORMANCE GOALS AND THE SECOND PROVIDING PROTOTYPES OF PERFORMANCE GOALS. PART I INCLUDES: (1) CHARACTERISTICS OF PERFORMANCE GOALS, (2) DEFINITION OF TERMS, (3) SOME QUESTIONS ABOUT PERFORMANCE GOALS, (4) A SYSTEM FOR WRITING [illegible]ERFORMANCE GOALS, (5) THE NUMBER OF PERFORMANCE GOALS TO BE PREPARED, AND (6) IMPLEMENTATION. PART II PROVIDES PROTOTYPE PERFORMANCE GOALS FOR VARIOUS AREAS OF AGRICULTURAL EDUCATION, BUSINESS AND DISTRIBUTIVE EDUCATION, HEALTH EDUCATION, HOME ECONOMICS EDUCATION, TECHNICAL EDUCATION, AND TRADE AND INDUSTRIAL EDUCATION. NUMEROUS CHARTS ILLUSTRATE THE MANUAL. (AW)

VT 014 661
CURRICULUM GUIDE FOR STUDENTS WITH SPECIAL NEEDS IN CIVIC EDUCATION.

BELLEVUE PUBLIC SCHOOLS, NEBR.
MF AVAILABLE IN VT-ERIC SET.
BELLEVUE PUBLIC SCHOOLS, DEPARTMENT OF CURRICULUM AND INSTRUCTION, BOX 458, BELLEVUE, NEBRASKA 68005 ($1.50)
PUB DATE - AUG70 23P.

DESCRIPTORS - *CIVICS; *CURRICULUM GUIDES; *DISADVANTAGED YOUTH; *VOCATIONAL EDUCATION; COURSE CONTENT; COMMUNITY SERVICES; OCCUPATIONAL INFORMATION; OCCUPATIONAL GUIDANCE; GOVERNMENT ROLE

ABSTRACT - DEVELOPED WITHIN A LOCAL SCHOOL PROGRAM, THIS CURRICULUM GUIDE IS DESIGNED TO ASSIST INSTRUCTORS IN TEACHING CIVIC EDUCATION TO STUDENTS WITH SPECIAL NEEDS. CONTENTS INCLUDE UNITS ON: (1) FOREIGN AFFAIRS, (2) FINANCES, (3) STATE AND NATIONAL POLICY MAKERS, (4) RACIAL QUESTIONS, (5) BUSINESS WORLD, (6) DRUGS, (7) THE NEW GENERATION, (8) RECREATION, (9) PROPAGANDA, (10) PRESSURE GROUPS, (11) CRIME, (12) ECONOMICS, (13) LABOR UNIONS, AND (14) JUDICIAL BRANCH. EACH UNIT, DIVIDED INTO A 3-COLUMN FORMAT, CONTAINS STATED OBJECTIVES, AND SUGGESTED TOPICS, AND ACTIVITIES AND MATERIALS. (GEB)|

VT 014 662
CURRICULUM GUIDE FOR STUDENTS WITH SPECIAL NEEDS IN COMMUNICATIONS.

BELLEVUE PUBLIC SCHOOLS, NEBR.
MF AVAILABLE IN VT-ERIC SET.
BELLEVUE PUBLIC SCHOOLS, DEPARTMENT OF CURRICULUM AND INSTRUCTION, BOX 458, BELLEVUE, NEBRASKA 68005

($1.50)
PUB DATE - AUG70 22P.

DESCRIPTORS - *VOCATIONAL EDUCATION; COMMUNICATIONS; *INFORMATION SCIENCE; *CURRICULUM GUIDES; *DISADVANTAGED YOUTH; SECONDARY GRADES; WRITING SKILLS; READING INSTRUCTION; *RESOURCE MATERIALS; OCCUPATIONAL INFORMATION; OCCUPATIONAL GUIDANCE

ABSTRACT - PREPARED FOR LOCAL SCHOOLS, THIS CURRICULUM GUIDE IS FOR INSTRUCTOR USE IN TEACHING COMMUNICATIONS TO STUDENTS WITH SPECIAL NEEDS. THIS COURSE, DESIGNED FOR GRADE LEVELS 9-12, SHOULD EQUIP STUDENTS FOR USEFUL EMPLOYMENT, IT SHOULD DEVELOP ABILITIES, ATTITUDES, WORK HABITS, AND APPRECIATIONS WHICH CONTRIBUTE TO A SATISFYING AND PRODUCTIVE LIFE, AND CONTRIBUTE TO STUDENTS' GENERAL EDUCATION NEEDS. INCLUDED IN THE 25 UNITS, ARE TOPICS SUCH AS: (1) LISTENING, (2) LIBRARY, (3) THE FRAMEWORK OF EFFECTIVE COMMUNICATIONS, (4) BECOMING A SUCCESSFUL WORKER, (5) PREPARING FOR THE WORLD OF WORK, (6) WRITING CRAFTSMANSHIP, (7) READING FOR EMPLOYMENT AND ENJOYMENT, (8) VERBAL COMMUNICATION, (9) TELEPHONE/TELEGRAPH COMMUNICATION, AND (10) TURNER SERIES. EACH UNIT CONTAINS OBJECTIVES, SUGGESTED TOPICS, AND SUGGESTED LEARNING ACTIVITIES AND RESOURCES. SUGGESTED SOURCES OF SPEAKERS IN THE BELLEVUE AREA ARE INCLUDED. (GEB)|

VT 014 666
VOCATIONAL YOUTH ORGANIZATIONS IN DELAWARE. AN INTEGRAL PART OF VOCATIONAL EDUCATION PROGRAMS.

DELAWARE STATE DEPT. OF PUBLIC INSTRUCTION, DOVER.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - APR71 40P.

DESCRIPTORS - *VOCATIONAL EDUCATION; *STUDENT ORGANIZATIONS; *TEACHING METHODS; *COCURRICULAR ACTIVITIES; *YOUTH CLUBS
IDENTIFIERS - FUTURE FARMERS OF AMERICA; FFA; FUTURE HOMEMAKERS OF AMERICA; FHA; DISTRIBUTIVE EDUCATION CLUBS OF AMERICA; DECA; VOCATIONAL INDUSTRIAL CLUBS OF AMERICA; VICA; DELAWARE BUSINESS CLUBS; DBC

ABSTRACT - YOUTH ORGANIZATIONS IN VOCATIONAL EDUCATION PROVIDE OPPORTUNITIES FOR DEVELOPING A FEELING OF BELONGINGNESS AND PRIDE IN STUDENTS, INTERPRETING VOCATIONAL EDUCATION TO OTHERS, AND IMPROVING THE PUBLIC IMAGE OF VOCATIONAL EDUCATION. THIS PUBLICATION DISCUSSES THE BENEFITS AND ROLE OF STUDENT ORGANIZATIONS AND UTILIZING AND IMPLEMENTING THE ORGANIZATIONS AS A METHOD OF INSTRUCTION. THE BOOKLET ALSO PRESENTS DESCRIPTIONS OF THE FOLLOWING STUDENT ORGANIZATIONS: (1) FUTURE FARMERS OF AMERICA, (2) DISTRIBUTIVE EDUCATION CLUBS OF AMERICA, (3) VOCATIONAL INDUSTRIAL CLUBS OF AMERICA, (4) DELAWARE BUSINESS CLUBS, AND (5) FUTURE HOMEMAKERS OF AMERICA. SOURCES OF ADDITIONAL INFORMATION ARE INCLUDED. (SB)|

VT 014 669
A RESOURCE BULLETIN FOR HOME ECONOMICS--LIVING IN THE HOME. A RESOURCE GUIDE FOR HOME ECONOMICS TEACHERS.

BALTIMORE COUNTY BOARD OF EDUCATION, TOWSON, MD.
MF AVAILABLE IN VT-ERIC SET.
BOARD OF EDUCATION OF BALTIMORE COUNTY, TOWSON, MARYLAND 21204
($7.00)
PUB DATE - 70 230P.

DESCRIPTORS - *HOMEMAKING EDUCATION; *FAMILY LIFE EDUCATION; CONSUMER EDUCATION; HOME ECONOMICS EDUCATION; HUMAN DEVELOPMENT; SEX EDUCATION; HOUSING; INTERIOR DESIGN; *RESOURCE GUIDES; CURRICULUM GUIDES; EDUCATIONAL RESOURCES; LEARNING ACTIVITIES

ABSTRACT - PREPARED BY A COMMITTEE OF HOME ECONOMICS TEACHERS, THIS TEACHER'S RESOURCE GUIDE CONTAINS THESE FAMILY LIVING UNITS: (1) HUMAN DEVELOPMENT AND THE FAMILY,

(2) CONSUMER EDUCATION AND THE FAMILY, AND (3) HOUSING AND INTERIOR DECORATION. UNITS CONTAIN A BRIEF DESCRIPTION, GENERALIZATIONS AND CONCEPTS, BIBLIOGRAPHY, AND CONTENT OUTLINE WITH ACCOMPANYING LEARNING ACTIVITIES AND RESOURCES. AN INTRODUCTORY SECTION CONTAINS EDUCATIONAL GOALS AND SUGGESTIONS FOR: (1) CONSTRUCTING UNIT AND LESSON PLANS, (2) CONDUCTING STUDY-READING, DISCUSSION, AND LABORATORY LESSONS, (3) PRESENTING DEMONSTRATIONS, (4) USING PUPIL REPORTS AND EVALUATING STUDENT PROGRESS, AND (5) VISUAL AIDS. RELATED GUIDES ARE AVAILABLE AS VT 014 670 AND VT 014 671 IN THIS ISSUE. (SB)|

VT 014 670
A RESOURCE BULLETIN FOR HOME ECONOMICS--GRADE 8. A RESOURCE GUIDE FOR HOME ECONOMICS TEACHERS.

BALTIMORE COUNTY BOARD OF EDUCATION, TOWSON, MD.
[illegible] AVAILABLE IN VT-ERIC SET.
BOARD OF EDUCATION OF BALTIMORE COUNTY, TOWSON, MARYLAND 21204 ($5.00)
PUB DATE - JUN70 158P.

DESCRIPTORS - *HOMEMAKING EDUCATION; *FAMILY LIFE EDUCATION; *RESOURCE GUIDES; HOME ECONOMICS EDUCATION; EDUCATIONAL RESOURCES; GRADE 8; CURRICULUM GUIDES; LEARNING ACTIVITIES

ABSTRACT - PREPARED BY A COMMITTEE OF HOME ECONOMICS TEACHERS, THIS TEACHER'S RESOURCE GUIDE CONTAINS UNITS IN THESE EIGHTH GRADE INSTRUCTIONAL AREAS: (1) FOODS AND NUTRITION, (2) CLOTHING AND TEXTILES, (3) PERSONAL GROOMING, (4) PERSONAL, FAMILY, AND SOCIAL RELATIONSHIPS, AND (5) CREATIVE HOMEMAKING. EACH INSTRUCTIONAL AREA CONTAINS A DESCRIPTION, GENERALIZATIONS, BIBLIOGRAPHY, AND [illegible] SUBJECT MATTER OUTLINE WITH ACCOMPANYING LEARNING ACTIVITIES AND RESOURCES. AN INTRODUCTORY SECTION CONTAINS EDUCATIONAL GOALS, COMPETENCIES NEEDED BY ADOLESCENTS, NATURE OF EIGHTH AND NINTH GRADE HOME ECONOMICS, TIME ALLOTMENTS, AND SUGGESTIONS FOR: (1) CONSTRUCTING UNIT AND LESSON PLANS, (2) CONDUCTING STUDY-READING, DISCUSSION, AND LABORATORY LESSONS, (3) PRESENTING DEMONSTRATIONS, (4) USING PUPIL REPORTS AND EVALUATING PUPIL PROGRESS, AND (5) VISUAL AIDS. RELATED GUIDES ARE AVAILABLE AS VT 014 669 AND VT 014 671 IN THIS ISSUE. (SB)|

VT 014 671
A RESOURCE BULLETIN FOR HOME ECONOMICS--GRADE 9. A RESOURCE GUIDE FOR HOME ECONOMICS TEACHERS.

BALTIMORE COUNTY BOARD OF EDUCATION, TOWSON, MD.
MF AVAILABLE IN VT-ERIC SET.
BOARD OF EDUCATION OF BALTIMORE COUNTY, TOWSON, MARYLAND 21204 ($5.00)
PUB DATE - 70 162P.

DESCRIPTORS - *HOMEMAKING EDUCATION; *FAMILY LIFE EDUCATION; *RESOURCE GUIDES; HOME ECONOMICS EDUCATION; EDUCATIONAL RESOURCES; GRADE 9; CURRICULUM GUIDES; LEARNING ACTIVITIES

ABSTRACT - PREPARED BY A COMMITTEE OF HOME ECONOMICS TEACHERS, THIS TEACHER'S RESOURCE GUIDE CONTAINS UNITS IN THESE NINTH GRADE INSTRUCTIONAL AREAS: (1) FOODS AND NUTRITION, (2) TEXTILES AND CLOTHING, (3) CHILD DEVELOPMENT, (4) FAMILY HEALTH, AND (5) CAREERS IN HOME ECONOMICS. EACH INSTRUCTIONAL AREA CONTAINS A DESCRIPTION, GENERALIZATIONS, BIBLIOGRAPHY, AND A SUBJECT MATTER OUTLINE WITH ACCOMPANYING LEARNING ACTIVITIES AND RESOURCES. AN INTRODUCTORY SECTION CONTAINS EDUCATIONAL GOALS, COMPETENCIES NEEDED BY ADOLESCENTS, NATURE OF EIGHTH AND NINTH GRADE HOME ECONOMICS, TIME ALLOTMENTS, AND SUGGESTIONS FOR: (1) CONSTRUCTING UNIT AND LESSON PLANS, (2) CONDUCTING STUDY-READING, DISCUSSION, AND LABORATORY LESSONS, (3) PRESENTING DEMONSTRATIONS, (4) USING PUPIL REPORTS AND EVALUATING

PUPIL PROGRESS, AND (5) VISUAL AIDS. RELATED GUIDES ARE AVAILABLE AS VT 014 669 AND VT 014 670 IN THIS ISSUE. (SB)|

VT 014 680
CAREER CENTERS PROGRAM. EDUCATIONAL STAFF DEVELOPMENT SERVICES FOR: PUBLIC SERVICE AGENCIES, GRANTEE ORGANIZATIONS, AND ANTI-POVERTY PROGRAMS. SECOND REPORT.

PUERTO RICO UNIV., RIO PIEDRAS. EXTENSION DIV.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - SEP70 31P.

DESCRIPTORS - *CAREER EDUCATION; *CAREER LADDERS; *PROGRAM DEVELOPMENT; ADULT VOCATIONAL EDUCATION; *VOCATIONAL DEVELOPMENT; *UNDEREMPLOYED; EDUCATIONALLY DISADVANTAGED; PROGRAM DESCRIPTIONS
IDENTIFIERS - PUERTO RICO

ABSTRACT - THIS REPORT ON THE UNIVERSITY OF PUERTO RICO'S CAREER CENTERS PROGRAM IS DESIGNED TO SATISFY THE DEMAND FOR INFORMATION ON THE PROGRAM'S DEVELOPMENT AND ACCOMPLISHMENTS AND PROPOSED PLANS FOR IMPROVEMENT AND EXTENSION, AND TO PROVIDE INFORMATION REGARDING THE OPPORTUNITIES THIS PROGRAM OFFERS FOR EDUCATIONAL AND CAREER DEVELOPMENT. GEARED TO ULTIMATELY PREPARE LOW-INCOME, UNDEREDUCATED AND UNDEREMPLOYED ADULTS FOR RESPONSIBLE, GOOD-PAYING JOBS, THIS PROGRAM WILL ENABLE THOUSANDS OF SUCH INDIVIDUALS EMPLOYED IN GOVERNMENT AGENCIES, IN GRANT-SUPPORTED PUBLIC SERVICE PROGRAMS, OR MANPOWER TRAINING PROGRAMS, TO ATTAIN A HIGH SCHOOL EDUCATION AS THE FIRST STEP ON THEIR CAREER LADDERS. THE REPORT DISCUSSES SUCH ASPECTS OF THE PROGRAM AS THE CAREER CENTERS CONCEPT, EVALUATION, COUNSELING, CAREER DEVELOPMENT, OCCUPATIONAL PROGRESSION OF PARTICIPANTS, CURRICULAR MATERIALS, PROGRAM PROJECTIONS, AND IMPROVEMENT AND EXPANSION PROPOSALS. THE DOCUMENT IS ILLUSTRATED WITH NUMEROUS PHOTOGRAPHS. (AW)

VT 014 697 ED 059 382
CURRICULUM GUIDE FOR FOOD SERVICE OCCUPATIONS.

OREGON STATE BOARD OF EDUCATION, SALEM. DIV. OF COMMUNITY COLLEGES AND CAREER EDUCATION.
DOCUMENT NOT AVAILABLE FROM EDRS. OREGON BOARD OF EDUCATION, 942 LANCASTER DRIVE, NE, SALEM, OREGON 97310 ($2.50)
PUB DATE - MAY70 210P.

DESCRIPTORS - *FOOD SERVICE OCCUPATIONS; *STATE CURRICULUM GUIDES; *OCCUPATIONAL INFORMATION; OCCUPATIONAL GUIDANCE; *CAREER EDUCATION; INSTRUCTIONAL MATERIALS; REFERENCE MATERIALS; EQUIPMENT; BIBLIOGRAPHIES; SECONDARY EDUCATION; OCCUPATIONAL CLUSTERS; *LEARNING ACTIVITIES; HUMAN RELATIONS; SANITATION; SAFETY; FOOD PROCESSING OCCUPATIONS
IDENTIFIERS - THE OREGON WAY

ABSTRACT - DEVELOPED BY CURRICULUM SPECIALISTS ASSISTED BY AN ADVISORY COMMITTEE, THIS CURRICULUM GUIDE OUTLINES THE BASIC SKILLS AND KNOWLEDGE NECESSARY FOR ENTRY-LEVEL COMPETENCIES IN THE BROAD FIELD OF FOOD SERVICE OCCUPATIONS, OR FOR ENTRY INTO POST-HIGH SCHOOL PROGRAMS FOR ADVANCED WORK. DESIGNED FOR USE IN GRADES 11 AND 12, THE GUIDE IS ONE OF SEVERAL DEVELOPED FOR OREGON'S NEW APPROACH TO SECONDARY EDUCATION CALLED "THE OREGON WAY," A PROGRAM BASED ON THE ASSUMPTIONS THAT SECONDARY SCHOOLS SHOULD BE PREPARATORY FOR ALL STUDENTS, AND THAT A PREPARATORY PROGRAM TIES THE CURRICULUM TO THE LIVES OF STUDENTS. THE FOOD SERVICE OCCUPATIONS CLUSTER CURRICULUM IS BASED ON A SURVEY OF OREGON'S PRESENT AND PROJECTED NEEDS AND AN ANALYSIS OF JOB TITLES. FOLLOWING THE OCCUPATIONAL AND INSTRUCTIONAL DATA AND CURRICULUM SUGGESTIONS, OUTLINES ARE PROVIDED FOR EIGHT UNITS, EACH INCLUDING OBJECTIVES, SUBCONCEPTS AND CONTENT OUTLINES, SUGGESTED LEARNING ACTIVITIES, AND EVALUATION AND GENERALIZATION SUGGESTIONS. A LIST OF JOB DESCRIPTIONS, EQUIPMENT NEEDS, A

BIBLIOGRAPHY, AND SUGGESTED TEACHING AIDS ARE APPENDED. (GEB)

VT 014 748
CONSUMER ECONOMIC PROBLEMS 636.

STANTON SCHOOL DISTRICT,
WILMINGTON, DEL.
MF AVAILABLE IN VT-ERIC SET.
STANTON SCHOOL DISTRICT, 1800
LIMESTONE ROAD, WILMINGTON,
DELAWARE 19804 ($2.00)
PUB DATE - ND 13P.

DESCRIPTORS - *BUSINESS EDUCATION; *DISTRIBUTIVE EDUCATION; *CONSUMER ECONOMICS; *TEACHING GUIDES; CONSUMER EDUCATION; SECONDARY GRADES; HIGH SCHOOL CURRICULUM; LEARNING ACTIVITIES

ABSTRACT - THIS PUBLICATION CONTAINS SUGGESTIONS FOR TEACHER USE IN CONDUCTING A HIGH SCHOOL CONSUMER ECONOMIC COURSE. INCLUDED ARE OBJECTIVES, A CONTENT OUTLINE, AND SUGGESTIONS PERTAINING TO: (1) USING THE LIBRARY AS A SOURCE OF NEW INFORMATION, (2) COOPERATING WITH OTHER DEPARTMENTS, (3) FIELD TRIPS, (4) CLASS EXHIBITS AND TESTS, (5) DEBATES AND SPEAKERS, (6) COMMUNITY PROBLEMS AND COMMUNITY, CLASS, OR GROUP PROJECTS AND (7) PREPARING PROJECTS. (SB)|

VT 014 777
A GUIDE TO SAFETY EDUCATION, KINDERGARTEN THROUGH GRADE 12.

DEPARTMENT OF TRANSPORTATION,
WASHINGTON, D.C. NATIONAL HIGHWAY
SAFETY BUREAU.;CALIFORNIA STATE
BUSINESS AND TRANSPORTATION AGENCY,
SACRAMENTO. OFFICE OF TRAFFIC
SAFETY.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - DEC69 87P.

DESCRIPTORS - *PROGRAM GUIDES; *SAFETY EDUCATION; *ACCIDENT PREVENTION; ACCIDENTS; *SCHOOL SAFETY; SAFETY; SAFETY EQUIPMENT; TRAFFIC SAFETY; TRAFFIC ACCIDENTS; LABORATORY SAFETY; *DRIVER EDUCATION; PRIMARY GRADES; SECONDARY GRADES; INTERMEDIATE GRADES

ABSTRACT - THIS GUIDE IS DESIGNED TO ASSIST SUPERINTENDENTS, PRINCIPALS, SUPERVISORS, TEACHERS, STUDENTS, SCHOOL EMPLOYEES, AND COMMUNITY LEADERS IN PLANNING AND IMPLEMENTING SCHOOL SAFETY EDUCATION PROGRAMS IN SAN DIEGO COUNTY. CONTENTS COVER: (1) ADMINISTRATIVE CONSIDERATIONS, INCLUDING REPORTING AND RECORDKEEPING, PROTECTION, AND CURRICULUM DEVELOPMENT, (2) INSTRUCTION, PRIMARY AND INTERMEDIATE GRADES, (3) INSTRUCTION, JUNIOR AND SENIOR HIGH SCHOOLS, AND (4) DRIVER EDUCATION AND TRAINING, INCLUDING INSTRUCTIONAL PLANNING, COURSE STRUCTURE AND SCHEDULING, USE OF PRACTICE CAR, PHYSICAL FACILITIES, COMMUNITY RELATIONS, AND SELF EVALUATION CHECKLIST. LEGISLATIVE BASES FOR SAFETY EDUCATION, SELECTED REFERENCES, AND RESOURCES ARE APPENDED. (AW)|

VT 014 781
HOOKER, DENNIS
HANDBOOK FOR LEARN AND EARN TEACHERS. FLORIDA MIGRATORY CHILD COMPENSATORY PROGRAM.

FLORIDA STATE DEPT. OF EDUCATION,
TALLAHASSEE.
OFFICE OF EDUCATION (DHEW),
WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 87P.

DESCRIPTORS - *TEACHING GUIDES; *VOCATIONAL EDUCATION; *MIGRANT ADULT EDUCATION; MIGRANT YOUTH; MIGRANTS; JOB TRAINING; MANUALS
IDENTIFIERS - ELEMENTARY SECONDARY EDUCATION ACT TITLE I; ESEA TITLE I

ABSTRACT - THIS HANDBOOK HAS BEEN PREPARED FOR THE USE OF TEACHERS IN THE LEARN AND EARN PROGRAM, A PROJECT OF THE FLORIDA STATE DEPARTMENT OF EDUCATION, MIGRANT SECTION, FUNDED UNDER TITLE I, ELEMENTARY SECONDARY EDUCATION ACT (ESEA). INFORMATION INCLUDES: (1) A DISCUSSION OF THE RATIONALE OF THE LEARN AND EARN PROGRAM, (2) GUIDELINES FOR IMPLEMENTATION, (3) FACILITIES DESCRIPTIONS, STANDARDS AND LOCATION, (4) EVALUATION SUGGESTIONS, (5) COURSE OUTLINES AND UNITS FOR AUTO MECHANICS, SUPERMARKET CHECKER, PATIENT CARE, CHILD CARE, ADOLESCENCE, VENEREAL DISEASES, DRUGS, AND EYE CARE. (SB)|

VT 014 782
SOWERS, WILLIAM J.
CREDIT--MAN'S CONFIDENCE IN MAN.

DELAWARE STATE COLL., DOVER.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 24P.

DESCRIPTORS - *LESSON PLANS; INSTRUCTIONAL MATERIALS; *UNIT PLAN; *DISTRIBUTIVE EDUCATION; *TEACHING METHODS; TEACHING GUIDES; *CREDIT (FINANCE); ECONOMICS; SECONDARY GRADES; UNITS OF STUDY (SUBJECT FIELDS)

ABSTRACT - PREPARED AS A PROJECT IN A METHODS OF TEACHING COURSE, THIS INSTRUCTIONAL UNIT IS FOR USE BY HIGH SCHOOL DISTRIBUTIVE EDUCATION TEACHER-COORDINATORS IN PRESENTING A UNIT ON CREDIT AND COLLECTIONS. CONTENTS ARE PRESENTED IN LESSON PLAN FORMAT, WITH A DIFFERENT TEACHING METHOD SUGGESTED FOR EACH OF THE FOUR LESSONS GIVEN. TOPICS COVERED ARE: (1) THE MEANING OF CREDIT (USING THE LECTURE METHOD), (2) THE FOUR C'S OF CREDIT (DISCUSSION METHOD), (3) COLLECTION OF PAST-DUE CREDIT ACCOUNTS (VINCENTIAN METHOD), AND (4) CREDIT POLICY AND CONTROLS (SOCRATIC METHOD). EACH LESSON PLAN INCLUDES AIM, INTRODUCTION, CONTENT, SUMMARY, AND EVALUATION. VISUAL AIDS AND A BIBLIOGRAPHY ARE APPENDED. (AW)|

VT 014 796
KNOWLEDGE OF HEALTH NEEDS AND MEDICAL RESOURCES FOR PUBLIC ASSISTANCE CLIENTS (AN INSTRUCTOR'S GUIDE AND SYLLABUS). CALIFORNIA MEDICAL ASSISTANCE PROGRAM XIX, MEDI-CAL.

CALIFORNIA STATE HUMAN RELATIONS AGENCY, SACRAMENTO. DEPT. OF SOCIAL WELFARE.
MF AVAILABLE IN VT-ERIC SET.
SUP-1-TA-29
PUB DATE - JUL69 50P.JULY 1969 REVISION.

DESCRIPTORS - ECONOMICALLY DISADVANTAGED; *TEACHING GUIDES; *HEALTH OCCUPATIONS EDUCATION; LOW-INCOME GROUPS; *MEDICAL ASSISTANTS; *WELFARE; *HEALTH PROGRAMS; PUBLIC HEALTH; COMMUNITY RESOURCES; SUBPROFESSIONALS

ABSTRACT - THIS INSTRUCTOR'S GUIDE IS DESIGNED PRIMARILY FOR USE BY COUNTY WELFARE DEPARTMENT TRAINING PERSONNEL TO ASSIST THEM IN CONDUCTING A 10-HOUR INSERVICE TRAINING COURSE FOR ELIGIBILITY WORKERS ON HEALTH NEEDS AND MEDICAL RESOURCES FOR PUBLIC ASSISTANCE CLIENTS. A CONTENT OUTLINE, TEACHING SUGGESTIONS, EQUIPMENT NEEDS, AND REFERENCES ARE PROVIDED FOR SESSIONS DEALING WITH: (1) ELIGIBILITY WORKERS' NEED FOR KNOWLEDGE OF THEIR CURRENT FUNCTION, (2) DEVELOPMENT OF MEDICAL ASSISTANCE PROGRAMS, (3) HEALTH PRACTICES AND VALUES OF THE POOR, ATTITUDES OF LOW-INCOME PEOPLE TOWARD MEDICAL CARE, AND CLIENTS' FEELINGS ABOUT MEDICAL CARE, (4) RESOURCES FOR HEALTH CARE AND MAJOR HEALTH NEEDS OF ALL PEOPLE WITH EMPHASIS ON POOR PEOPLE, AND (5) OBSERVATION WHILE INTERVIEWING AND AWARENESS OF VERBAL AND NONVERBAL CLUES TO HEALTH PROBLEMS. (SB)|

VT 014 817 ED 061 429
K-12 CAREER EDUCATION GUIDE.

LAKESHORE TECHNICAL INST., SHEBOYGAN, WIS.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
EDRS PRICE MF $0.65 HC $16.45.
OEG-0-71-1027(361)
LAKESHORE TECHNICAL INSTITUTE, 3811 MEMORIAL DRIVE, SHEBOYGAN, WISCONSIN 53081 ($3.10)
PUB DATE - ND
487P.PROCEEDINGS OF LAKESHORE TECHNICAL INSTITUTE DISTRICT 11 CAREER EDUCATION SUMMER WORKSHOP

(1ST, SHEBOYGAN, WIS., JULY 12, 1971).

DESCRIPTORS - *CAREER EDUCATION; VOCATIONAL EDUCATION; ELEMENTARY GRADES; SECONDARY GRADES; *CURRICULUM GUIDES; INSTITUTES (TRAINING PROGRAMS); *MODELS; *CONCEPTS; CAREER OPPORTUNITIES; *VOCATIONAL DEVELOPMENT; INTEGRATED CURRICULUM; KINDERGARTEN
IDENTIFIERS - CAREER DEVELOPMENT; CAREER AWARENESS

ABSTRACT - DIRECTED TOWARD REFORMING THE SCOPE OF CAREER EDUCATION AND INITIATING AWARENESS AND ENTHUSIASM FOR CONTINUOUS CAREER EDUCATION OPPORTUNITIES FOR ALL STUDENTS IN GRADES K-12, THIS CURRICULUM GUIDE DESCRIBES THL 16 BASIC CAREER CONCEPTS AND 205 GENERAL OBJECTIVES TAKEN FROM THE WISCONSIN STATE CAREER CURRICULUM MODEL AND EVALUATED BY TEACHERS AND COUNSELORS AT THE FIRST LAKESHORE TECHNICAL INSTITUTE. GROUPED FIRST BY GRADE LEVEL (K-3, 4-6, 7-9, AND 10-12) AND THEN BY SUBJECT AREA (COMMUNICATIONS, MATH, SOCIAL STUDIES, AND VOCATIONAL EDUCATION), BOTH GRADE LEVEL AND SUBJECT MATTER RATIONALES ARE DIVIDED INTO SEPARATE CONCEPTUAL PATTERNS TO BE INTRODUCED, DEVELOPED, AND EMPHASIZED. BEHAVIORAL OBJECTIVES, CLASSROOM ACTIVITIES, LISTS OF RESOURCES FOR ACTIVITIES, EVALUATION PROCEDURES, AND SUGGESTED CURRICULUM CONSIDERATIONS, WHICH WERE DEVELOPED BY INSTITUTE PARTICIPANTS, ACCOMPANY EACH CONCEPT. MODELS ILLUSTRATING THE SCOPE AND SEQUENCE OF THE 16 BASIC CAREER DEVELOPMENT CONCEPTS THROUGH GRADES K-12, THE THREE COMPONENTS OF CAREER DEVELOPMENT (SELF, WORK WORLD, AND CAREER PLANNING), AND VERTICAL AND HORIZONTAL EXPANSION OF THE CONCEPTS ARE INCLUDED. (AG/SB)

VT 014 820
COMMERCIAL FOODS--PRODUCTION AND MANAGEMENT. A COURSE OF STUDY, SECONDARY--POST SECONDARY.
OKLAHOMA STATE DEPT. OF VOCATIONAL AND TECHNICAL EDUCATION, STILLWATER. CURRICULUM AND INSTRUCTIONAL MATERIALS CENTER.
MF AVAILABLE IN VT-ERIC SET.
THE CURRICULUM AND INSTRUCTIONAL MATERIALS CENTER, STATE DEPT. OF VOCATIONAL AND TECHNICAL EDUCATION, 1515 W. SIXTH AVE., STILLWATER, OKLA. 74074 ($10.00)
PUB DATE - 71 444P.

DESCRIPTORS - *OCCUPATIONAL HOME ECONOMICS; *FOOD SERVICE WORKERS; *ENTRY WORKERS; *CURRICULUM GUIDES; TEACHING GUIDES; MANUALS; BIBLIOGRAPHIES; TRANSPARENCIES; SECONDARY GRADES; POST SECONDARY EDUCATION; BEHAVIORAL OBJECTIVES; LEARNING ACTIVITIES; INSTRUCTIONAL MATERIALS; ACHIEVEMENT TESTS; ANSWER KEYS

ABSTRACT - PREPARED BY STATE EDUCATION DEPARTMENT PERSONNEL, UNIVERSITY TEACHER EDUCATORS, AND COMMERCIAL FOODS TEACHERS, THIS COURSE OF STUDY IS DESIGNED TO INSTRUCT THE SECONDARY OR POST-SECONDARY STUDENT IN THE PERSONAL QUALITIES AND JOB COMPETENCIES NECESSARY FOR ENTRY LEVEL EMPLOYMENT AS A FOOD SERVICE WORKER. THE CURRICULUM CONTENT IS DIVIDED INTO NINE AREAS EACH CONSISTING OF ONE OR MORE INSTRUCTIONAL UNITS. EACH INSTRUCTIONAL UNIT CONTAINS THESE COLOR-CODED COMPONENTS: (1) A TERMINAL OBJECTIVE STATING THE SUBJECT MATTER TO BE COVERED AND SPECIFIC OBJECTIVES STATING THE STUDENT PERFORMANCE NECESSARY TO REACH THE TERMINAL OBJECTIVE, (2) SUGGESTED ACTIVITIES FOR THE TEACHER AND STUDENT, (3) INFORMATION SHEETS PROVIDING CONTENT FOR MEETING THE COGNITIVE OBJECTIVES, (4) TRANSPARENCY MASTERS, (5) JOB SHEETS OUTLINING THE SKILLS TO BE LEARNED, (6) ASSIGNMENT SHEETS, (7) PAPER-PENCIL AND PERFORMANCE TESTS, AND (8) ANSWER KEYS. A BIBLIOGRAPHY OF BOOKS IS INCLUDED. (SB)

VT 014 831
A GUIDE FOR PROMOTING HOME HEALTH

SERVICES.

PUBLIC HEALTH SERVICE (DHEW), WASHINGTON, D.C. DIV. OF HEALTH RESOURCES
MF AVAILABLE IN VT-ERIC SET.
DHEW-HSM-71-6404
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402 ($.25; HE 20.2558:H75; S/N 1726-0018)
PUB DATE - JUN71 25P.

DESCRIPTORS - *COMMUNITY HEALTH SERVICES; *HOME HEALTH AIDES; PUBLIC HEALTH; *PROGRAM DEVELOPMENT; *PUBLICIZE; *MASS MEDIA; PUBLIC RELATIONS; GUIDELINES

ABSTRACT - HOME HEALTH CARE IS AN APPROACH THAT CAN POSITIVELY ASSURE EFFECTIVE HEALTH CARE FOR ILL OR DISABLED PERSONS, CONSERVE VALUABLE HEALTH RESOURCES, EXPAND THE OVERALL CAPACITY OF THE HEALTH CARE SYSTEM, AND EXERT A RESTRAINING INFLUENCE ON MEDICAL CARE COSTS. THIS BOOKLET IS DESIGNED TO ASSIST IN PROMOTING A GREATER UNDERSTANDING OF AND DEMAND FOR HOME HEALTH SERVICES AND CONTAINS: (1) PURPOSES OF PROMOTIONAL ACTIVITIES, (2) A LISTING OF GOVERNMENT AND COMMUNITY GROUPS WHO CAN OFFER ASSISTANCE AND EXPERTISE IN ESTABLISHING HOME HEALTH CARE SERVICES, AND (3) CONSIDERATIONS IN SETTING UP A PROGRAM INCLUDING THE ORGANIZATION OF A PROMOTION COMMITTEE, MATERIALS AND RESOURCES NECESSARY FOR PROMOTION, PREPARING AND DEVELOPING PUBLIC INFORMATION MATERIALS, AND DEVELOPING DATA AND INFORMATION FOR INTERNAL USE. (SB)

VT 014 838 ED 060 210
CAMPBELL, SALLY R.
CONSUMER EDUCATION IN AN AGE OF ADAPTATION. EDUCATOR RESOURCE SERIES.

SEARS, ROEBUCK AND CO., CHICAGO, ILL. CONSUMER INFORMATION SERVICES.
EDRS PRICE MF-$0.65 HC NOT AVAILABLE FROM EDRS.
ASSOCIATION STERLING FILMS, INC., 512 BURLINGTON AVENUE, LAGRANGE, ILLINOIS 60525 ($5.00EA)
PUB DATE - 71 105P.

DESCRIPTORS - *CONSUMER EDUCATION; EDUCATIONAL RESOURCES; *RESOURCE GUIDES; EDUCATIONAL OBJECTIVES; *BEHAVIORAL OBJECTIVES; CONSUMER ECONOMICS; *STUDENT NEEDS; AGE DIFFERENCES; CULTURAL DIFFERENCES; INTELLIGENCE DIFFERENCES; SOCIAL DIFFERENCES; MOTIVATION TECHNIQUES; EVALUATION TECHNIQUES; TEACHING TECHNIQUES; BIBLIOGRAPHIES

ABSTRACT - DESIGNED TO SERVE AS A REFERENCE AND RESOURCE, THIS PUBLICATION CONTAINS IDEAS AND INFORMATION TO HELP TEACHERS MODIFY CONTENT AND TEACHING METHODS TO ASSIST STUDENTS IN COPING WITH THE CHANGING MARKETPLACE. PART 1 OF THE GUIDE LISTS EDUCATIONAL OBJECTIVES FOR THESE MAJOR CONTENT AREAS: (1) THE CONSUMER AND THE ECONOMY, (2) VALUES AND GOALS, (3) OCCUPATION AND INCOME, (4) MANAGEMENT OF RESOURCES, (5) ECONOMIC CHOICES, (6) ADVERTISING, SELLING AIDS, AND MOTIVATORS, (7) BUYING GOODS AND SERVICES, (8) HOUSING, (9) INSURANCE PROTECTION, (10) SAVINGS AND INVESTMENTS, (11) TAXES, (12) CONSUMER GRIEVANCES, INFORMATION, CREDIT, PROTECTION, RIGHTS, AND RESPONSIBILITIES, AND (13) THE CONSUMER AND THE ENVIRONMENT. PART 2 PROVIDES GENERAL SUGGESTIONS FOR ADAPTING PROGRAMS TO MEET STUDENT NEEDS AS WELL AS SPECIFIC SUGGESTIONS FOR ADAPTING TO CULTURAL DIFFERENCES, AGE DIFFERENCES, DIFFERENCES IN LEARNING ABILITY, AND DIFFERENCES IN ECONOMIC CHARACTERISTICS. PART 3 OFFERS SEVERAL QUESTIONNAIRES, SURVEYS, AND OPINIONNAIRES TO USE IN IDENTIFYING, MOTIVATING, AND EVALUATING STUDENTS. PARTS 4 AND 5 CONTAIN A BIBLIOGRAPHY OF READINGS AND A GLOSSARY OF CONSUMER TERMS. (SB)

VT 014 892 ED 060 218
BEHAVIORAL OBJECTIVES TRAINING PACKAGE.

EVALUATION SERVICE CENTER FOR OCCUPATIONAL EDUCATION, AMHERST, MASS.;NEW YORK STATE EDUCATION

DEPT., ALBANY.;MASSACHUSETTS STATE BOARD OF EDUCATION, BOSTON.
EDRS PRICE MF-$0.65 HC-$6.58.
PUB DATE - NOV71 128P.

DESCRIPTORS - *BEHAVIORAL OBJECTIVES; EDUCATIONAL OBJECTIVES; *VOCATIONAL EDUCATION; *FEEDBACK; *EVALUATION TECHNIQUES; *MANUALS; CURRICULUM EVALUATION; CURRICULUM DEVELOPMENT; TRANSPARENCIES
IDENTIFIERS - *EVALUATION SERVICE CENTER FOR OCCUPATIONAL EDUCATION; ESCOE

ABSTRACT - INTENDED FOR EDUCATORS INTERESTED IN AND COMMITTED TO AN INFORMATION FEEDBACK/EVALUATION SYSTEM, THIS 3-PART TRAINING PACKAGE CONTAINS INFORMATION PERTAINING TO THE EVALUATION SERVICE CENTER FOR OCCUPATIONAL EDUCATION (ESCOE) AND WHAT IT HAS TO OFFER BY WAY OF BEHAVIORAL OBJECTIVES, CURRICULUM IMPROVEMENT, AND FEEDBACK SERVICES. PART 1 CONTAINS BACKGROUND INFORMATION AND EXERCISES FOR LEARNING HOW TO WRITE AND USE BEHAVIORAL OBJECTIVES. PART 2 OFFERS AN OVERVIEW OF THE SERVICES PROVIDED BY THE ESCOE, INCLUDING EXAMPLES OF OBJECTIVES RECEIVED AND PROCESSED BY ESCOE AND FEEDBACK VIA COMPUTER PRINT-OUTS TO PARTICIPATING LOCAL EDUCATIONAL AGENCIES. PART 3 CONTAINS USEFUL STRATEGIES, SUGGESTIONS, AND TRAINING TECHNIQUES INTENDED TO HELP THOSE WHO ARE INTERESTED IN LEARNING HOW TO WRITE AND USE BEHAVIORAL OBJECTIVES IN THEIR INSTRUCTION AS WELL AS THOSE WHO PLAN TO TRAIN OTHERS IN THE FIELD. (SB)

VT 014 895 ED 060 220
CONSUMER EDUCATION: USING THE FULL TEAM.

NEW YORK STATE EDUCATION DEPT., ALBANY. BUREAU OF SECONDARY CURRICULUM DEVELOPMENT.
EDRS PRICE MF-$0.65 HC-$3.29.
PUBLICATIONS DISTRIBUTION UNIT, THE STATE EDUCATION DEPARTMENT, ALBANY, NEW YORK 12224 ($.25)
PUB DATE - 68 41P.

DESCRIPTORS - *CONSUMER EDUCATION; VOCATIONAL EDUCATION; SCIENCE EDUCATION; MATHEMATICS EDUCATION; ENGLISH EDUCATION; SOCIAL STUDIES; ADULT EDUCATION; *TEACHING GUIDES; *PROGRAM PLANNING; TEAM TEACHING; *TEAMWORK; *INTERDISCIPLINARY APPROACH; INTEGRATED ACTIVITIES

ABSTRACT - THIS PUBLICATION CONTAINS SUGGESTIONS FROM SPECIALISTS IN A NUMBER OF DISCIPLINES FOR USE IN INITIATING A TEACHING TEAM APPROACH IN CONSUMER EDUCATION. FOLLOWING AN OVERVIEW OF CONSUMER EDUCATION, THE CONTRIBUTIONS OF THESE DISCIPLINES TO CONSUMER EDUCATION ARE DISCUSSED: (1) AGRICULTURE, (2) ART, (3) BUSINESS EDUCATION, (4) CONTINUING EDUCATION, (5) DISTRIBUTIVE EDUCATION, (6) ENGLISH, (7) HEALTH, (8) HOME ECONOMICS, (9) INDUSTRIAL ARTS, (10) MATHEMATICS, (11) SCIENCE, AND (12) SOCIAL STUDIES. A RELATED DOCUMENT ON CONSUMER EDUCATION MATERIALS IS AVAILABLE AS ED 022 044 (VT 005 649, AIM SUMMER 1969). (SB)

VT 014 901
CURRICULUM GUIDELINES FOR FIRST YEAR JUNIOR HIGH SCHOOL HOMEMAKING SEVENTH AND/OR EIGHTH GRADE.

OKLAHOMA CITY PUBLIC SCHOOL SYSTEM, OKLA. DEPT. OF INSTRUCTION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 69 37P.

DESCRIPTORS - HOME ECONOMICS EDUCATION; *HOMEMAKING EDUCATION; JUNIOR HIGH SCHOOLS; GRADE 7; GRADE 8; *CURRICULUM GUIDES; *TEENAGERS; INTERPERSONAL RELATIONSHIP; FOODS INSTRUCTION; NUTRITION INSTRUCTION; CLOTHING INSTRUCTION; SEWING INSTRUCTION

ABSTRACT - DEVELOPED BY JUNIOR HIGH SCHOOL HOMEMAKING TEACHERS AND CONSULTANTS AND FIELD TESTED FOR ONE YEAR, THIS PUBLICATION CONTAINS SUGGESTED CURRICULUM CONTENT FOR A 1-YEAR SEVENTH OR EIGHTH GRADE HOME ECONOMICS PROGRAM. CONCEPTS, BEHAVIORAL OUTCOMES, GENERALIZATIONS, AND SUGGESTED LEARNING EXPERIENCES ARE PROVIDED FOR THESE CONTENT AREAS: (1) TEENAGE RELATIONSHIPS, (2) TEENAGE FOOD AND NUTRITION, AND (3) TEENAGE CLOTHING. APPENDED ARE CHARTS ILLUSTRATION THE DEVELOPMENTAL CHARACTERISTICS OF FAMILY LIVING, FOODS AND NUTRITION, AND CLOTHING AND APPEARANCE CONTENT AREAS. (SB)

VT 014 902
RECOMMENDED CURRICULUM GUIDELINES FOR SENIOR HIGH SCHOOL HOMEMAKING, NINTH THROUGH TWELFTH YEARS.

OKLAHOMA CITY PUBLIC SCHOOL SYSTEM, OKLA. DEPT. OF INSTRUCTION.
MF AVAILABLE IN VT-ERIC SET.
OKLAHOMA CITY PUBLIC SCHOOLS, INSTRUCTIONAL MEDIA DEPARTMENT, ROOM 400-900 NORTH KLEIN, OKLAHOMA CITY, OKLAHOMA 73106 ($.85 PLUS POSTAGE)
PUB DATE - 70 50P.

DESCRIPTORS - HOME ECONOMICS EDUCATION; *HOMEMAKING EDUCATION; *CURRICULUM GUIDES; *SECONDARY GRADES

ABSTRACT - DESIGNED FOR TEACHER USE, THIS PUBLICATION CONTAINS RECOMMENDED CURRICULUM CONTENT FOR THESE HIGH SCHOOL HOME ECONOMICS PROGRAMS: (1) A 1-YEAR GENERAL HOMEMAKING PROGRAM, (2) A 1-YEAR FAMILY LIVING PROGRAM, AND (3) 1 OR 2-SEMESTER COMPREHENSIVE ELECTIVE COURSES IN FAMILY RELATIONS, HUMAN DEVELOPMENT, HOME PLANNING AND DECORATING, FAMILY HEALTH, FOODS AND NUTRITION, AND CLOTHING AND PERSONAL APPEARANCE. EACH 1-YEAR PROGRAM OR ELECTIVE COURSE CONTAINS A BRIEF DESCRIPTION, GRADE LEVEL, PREPREQUISITES, AND SUGGESTED CONTENT FOR THE BASIC CONCEPTS. ALSO PROVIDED ARE EXAMPLES OF TWO EXPANDED UNITS, ONE FOR HUMAN DEVELOPMENT AND THE OTHER FOR HOUSING AND HOME FURNISHINGS. THESE SAMPLE UNITS CONTAIN SUGGESTED CONTENT, LEARNING EXPERIENCES, AND EVALUATION TECHNIQUES. (SB)

VT 014 921
CAREER ORIENTATION COURSE OUTLINES FOR GRADES 1-8.

SOUTH CAROLINA REGION 5 EDUCATIONAL SERVICES CENTER, LANCASTER.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 288P.

DESCRIPTORS - *CAREER EDUCATION; CAREER PLANNING; *ELEMENTARY GRADES; *CURRICULUM GUIDES; *OCCUPATIONS; OCCUPATIONAL INFORMATION; *COURSE CONTENT; BIBLIOGRAPHIES
IDENTIFIERS - OCCUPATIONAL EXPLORATION; *CAREER ORIENTATION; CAREER AWARENESS

ABSTRACT - THIS PUBLICATION CONTAINS 14 COURSE OUTLINES DEVELOPED FOR A CAREER ORIENTATION PROJECT IN SOUTH CAROLINA AND DESIGNED TO INTRODUCE CHILDREN IN GRADES 1-8 TO A NUMBER OF OCCUPATIONS. TOPICS ARE: (1) COMMUNITY HELPERS, GRADE 1, (2) THE CIRCUS, GRADE 1, (3) TRAINS, GRADE 2, (4) THE AIRPORT, GRADE 2, (5) CERAMICS, GRADE 3, (6) FOOD SERVICE, GRADE 3, (7) HOUSEBUILDING, GRADE 3, (8) CAREERS IN TELEVISION, GRADES 3-5, (9) CONSERVATION, GRADE 3, (10) FOOD PRODUCTION, GRADE 4, (11) CONSUMER AND HOMEMAKING, GRADE 4, (12) RESIDENTIAL CONSTRUCTION, GRADE 5, (13) HEALTH CAREERS, GRADE 6-8, AND (14) FISH AND FISHERIES, GRADE 7. OBJECTIVES, CONCEPTS, SUBJECT MATTER OUTLINES, STUDY SUGGESTIONS, AND BIBLIOGRAPHIES ARE INCLUDED FOR EACH TOPIC. (SB)|

VT 014 927
REFERENCES AND AIDS IN THE TEACHING OF HOME ECONOMICS AND RELATED OCCUPATIONS.

NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION.;RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. DEPT. OF HOME ECONOMICS.
MF AVAILABLE IN VT-ERIC SET.
VOCATIONAL-TECHNICAL CURRICULUM LAB., RUTGERS UNIV., 4103 BUILDING, KILMER CAMPUS, NEW BRUNSWICK, NEW JERSEY 08903 ($.50)
PUB DATE - 71 56P.1971

REVISION

DESCRIPTORS - *HOMEMAKING EDUCATION; *OCCUPATIONAL HOME ECONOMICS; HOME ECONOMICS EDUCATION; *RESOURCE GUIDES; *BIBLIOGRAPHIES; *INSTRUCTIONAL MATERIALS; TEXTBOOKS; FILMS; FILMSTRIPS; REFERENCE BOOKS; ANNOTATED BIBLIOGRAPHIES; EVALUATION CRITERIA

ABSTRACT - DEVELOPED BY UNIVERSITY HOME ECONOMICS TEACHERS, THIS RESOURCE GUIDE CONTAINS RECENT REFERENCES, TEXTBOOKS, AND TEACHING AIDS IN HOME ECONOMICS AND RELATED FIELDS. REFERENCES ARE ARRANGED ALPHABETICALLY BY AUTHOR IN THESE CATEGORIES: (1) GENERAL TEXTBOOKS FOR EARLY, MIDDLE, AND LATE ADOLESCENTS, (2) GENERAL TEACHER AIDS AND REFERENCES, AND (3) SPECIAL AREA TEXTS AND REFERENCES FOR FOODS, NUTRITION, HOUSING, HOME FURNISHINGS, EQUIPMENT, CLOTHING, TEXTILES, GROOMING, CHILD DEVELOPMENT, FAMILY RELATIONS, HOME ECONOMICS PROFESSIONAL CAREERS, AND CAREER DEVELOPMENT IN FAMILY AND HEALTH RELATED OCCUPATIONS. ENTRIES INCLUDE THE AUTHOR(S), TITLE, PUBLISHER AND DATE OF PUBLICATION, PAGINATION, AND AN ANNOTATION FOR THE TEXTBOOKS. APPENDED ARE: (1) EVALUATION GUIDES FOR TEXTBOOKS, REFERENCES, FILMS, AND FILMSTRIPS, AND (2) SOURCES AND ADDRESSES FOR MAGAZINES AND PROFESSIONAL PERIODICALS, FILMS, AND FILMSTRIPS, TEACHING AIDS, AND PUBLISHERS OF TEXTBOOKS AND TEACHER REFERENCES. (SB)

VT 014 946
DELAWARE HOME ECONOMICS CURRICULUM GUIDE.

DELAWARE STATE DEPT. OF PUBLIC INSTRUCTION, DOVER.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - JUN69 207P.

DESCRIPTORS - *HOMEMAKING EDUCATION; *STATE CURRICULUM GUIDES; HOME ECONOMICS EDUCATION; MONEY MANAGEMENT; HOME MANAGEMENT; INTERIOR DESIGN; HOUSING; FOODS INSTRUCTION; NUTRITION INSTRUCTION; HUMAN DEVELOPMENT; FAMILY RELATIONSHIP; TEXTILES INSTRUCTION; SEWING INSTRUCTION; FAMILY MANAGEMENT; CONSUMER EDUCATION; LEARNING ACTIVITIES; GRADE 7; GRADE 8; SECONDARY EDUCATION

ABSTRACT - PREPARED BY HOME ECONOMICS TEACHERS REPRESENTING ALL GEOGRAPHICAL AREAS OF DELAWARE, THIS CURRICULUM GUIDE CONTAINS EXPERIENCES DESIGNED FOR THREE LEVELS (7TH AND 8TH GRADE, BASIC HOME ECONOMICS, AND SPECIALIZED HOME ECONOMICS). CONCEPTS, GENERALIZATIONS, AND CONTENT AND LEARNING EXPERIENCES ARE PROVIDED BY GRADE LEVEL FOR THESE COLOR-CODED SUBJECT MATTER AREAS: (1) HOME MANAGEMENT AND FAMILY ECONIMICS, (2) CLOTHING AND TEXTILES, (3) HOUSING, (4) HUMAN DEVELOPMENT, AND (5) FOODS AND NUTRITION. (SB)|

VT 014 979
CURRICULUM GUIDE FOR HOME ECONOMICS HOME MANAGEMENT, GRADES 11 AND 12.

CHICAGO BOARD OF EDUCATION, ILL.
MF AVAILABLE IN VT-ERIC SET.
BOARD OF EDUCATION, CITY OF CHICAGO, 228 NORTH LASALLE STREET, CHICAGO, ILLINOIS 60601 ($2.75)
PUB DATE - 69 390P.

DESCRIPTORS - *CURRICULUM GUIDES; *HOMEMAKING EDUCATION; HOME ECONOMICS EDUCATION; GRADE 11; GRADE 12; HOME MANAGEMENT; FAMILY RELATIONSHIP; INTERPERSONAL RELATIONSHIP; MONEY MANAGEMENT; HOUSING; INTERIOR DESIGN; FAMILY HEALTH; LEARNING ACTIVITIES

ABSTRACT - DEVELOPED BY A COMMITTEE OF HOME ECONOMICS SUPERVISORS AND SECONDARY TEACHERS, THIS CURRICULUM GUIDE CONTAINS THESE HOMEMAKING UNITS FOR STUDENTS IN GRADES 11 AND 12: (1) HOMEMAKING AS A VOCATION, (2) PERSONAL, FAMILY, AND SOCIAL RELATIONSHIPS, (3) CHILD DEVELOPMENT, (4) FAMILY HEALTH, (5) FAMILY FINANCE, (6) MANAGEMENT OF TIME AND ENERGY, (7) HOUSING AND HOME FURNISHINGS, AND (8) LEISURE

TIME. EACH UNIT CONTAINS A SUGGESTED TIME ALLOTMENT, BRIEF DESCRIPTION, AND LEARNING EXPERIENCES KEYED TO CONCEPTS. AN INTRODUCTORY SECTION DISCUSSES BASIC AREAS AND MAJOR HOME ECONOMICS CONCEPTS, DESCRIBES HOME ECONOMICS COURSES, AND PROVIDES TEACHING SUGGESTIONS. EXAMPLES OF EFFECTIVE TEACHING TECHNIQUES, SUGGESTED REFERENCES, EVALUATION CRITERIA AND SAMPLE EVALUATION FORM, AND INSTRUCTIONAL MATERIALS PERTAINING TO HUMAN DEVELOPMENT, HUMAN RELATIONS, AND SAFETY ARE APPENDED. (SB)

VT 014 985
DAVIS, BOB;PELLANT, WILLIAM
INSTRUCTIONAL MATERIALS FOR CAREER EDUCATION AND OCCUPATIONAL AND PERSONAL GUIDANCE.

OREGON UNIV., EUGENE. NORTHWEST REGIONAL SPECIAL EDUCATION INSTRUCTIONAL MATERIALS CENTER. BUREAU OF EDUCATION FOR THE HANDICAPPED (DHEW/OE), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 42P.

DESCRIPTORS - *CAREER EDUCATION; *INSTRUCTIONAL MATERIALS; *ANNOTATED BIBLIOGRAPHIES; *EDUCATIONAL RESOURCES; *SPECIAL EDUCATION; VOCATIONAL EDUCATION; SECONDARY GRADES

ABSTRACT - THIS ANNOTATED BIBLIOGRAPHY CONTAINS MATERIALS SELECTED TO PROVIDE TEACHERS OF SECONDARY LEVEL SPECIAL EDUCATION STUDENTS WITH A COMPREHENSIVE COLLECTION OF CURRENT INSTRUCTIONAL MATERIALS REVIEWED FOR THEIR APPROPRIATENESS TO CAREER EDUCATION FOR PREVOCATIONAL AND VOCATIONAL SPECIAL EDUCATION STUDENTS. MATERIALS ARE INCLUDED FOR THESE INSTRUCTIONAL AREAS: (1) VOCATIONAL GUIDANCE, (2) CONSUMER EDUCATION, (3) DRIVER EDUCATION, (4) BANKING AND BUDGETING, (5) PERSONAL GUIDANCE, AND (6) READING AND MATH. INFORMATION CONTAINED IN EACH ENTRY INCLUDES THE TITLE, AUTHOR, ACCESSION NUMBER, PUBLISHER, DATE OF PUBLICATION, PRICE, APPROXIMATE READING LEVEL, FORMAT, AND PUBLISHER'S DESCRIPTION. A LISTING OF PUBLISHERS' ADDRESSES IS PROVIDED. (SB)

VT 014 991 ED 062 519
FOR THOSE DEVELOPING WORLD OF WORK RESOURCE UNITS FOR ELEMENTARY SCHOOL TEACHERS.

NORTHERN ILLINOIS UNIV., DE KALB. ILLINOIS STATE BOARD OF VOCATIONAL EDUCATION AND REHABILITATION, SPRINGFIELD. VOCATIONAL AND TECHNICAL EDUCATION DIV.
EDRS PRICE MF-$0.65 HC-$6.58.
PUB DATE - ND 160P.

DESCRIPTORS - *CURRICULUM DEVELOPMENT; *CAREER EDUCATION; VOCATIONAL EDUCATION; LEARNING ACTIVITIES; *RESOURCE GUIDES; *RESOURCE MATERIALS; INSTRUCTIONAL MATERIALS; OCCUPATIONAL INFORMATION; BEHAVIORAL OBJECTIVES; PROGRAM DEVELOPMENT; *DEVELOPMENTAL PROGRAMS; ELEMENTARY GRADES; SERVICES; CLASS ACTIVITIES; INDUSTRY
IDENTIFIERS - CAREER AWARENESS; *WORLD OF WORK; AUTHENTIC BASIC LIFE CENTERED EDUCATION MODEL; ABLE MODEL PROGRAM

ABSTRACT - THIS PACKAGE OF PRACTICAL IDEAS COLLECTED BY THE AUTHENTIC BASIC LIFE-CENTERED EDUCATION (ABLE) MODEL PROGRAM SHOULD BE USEFUL FOR TEACHERS AND ADMINISTRATORS WHO ARE REVISING CURRICULUMS AND WRITING CURRICULUM GUIDES FOR THE ELEMENTARY AND INTERMEDIATE LEVEL. SUGGESTED UNITS ARE BASED ON AN "ORGANIZING CENTER CONCEPT" SUCH AS BANKING, BAKING, AND THE TELEPHONE BUSINESS, AND DIVIDED INTO GROUPINGS OF: (1) RESOURCES (ACCESSIBILITY)--WHAT TOOLS, MATERIALS, AND HUMAN TALENT CAN BE USED TO MAKE A UNIT ACCESSIBLE TO THE CHILD, (2) CONTENT (MOBILITY)--HOW CAN THE SUBJECT MATERIAL PULL TOGETHER NEW RELATIONSHIPS FROM PAST STUDIES, OR ENABLE CHILDREN TO ENCOUNTER THE FUNDAMENTAL ACTIVITIES OF THE COMMUNITY, THEIR RELIGION, THEIR

CULTURE, AND (3) PERFORMANCE (ACCOMPLISHMENT)--HOW CAN THE CHILD EXPRESS HIMSELF, USE DIFFERENT RESOURCES, AND SHOW OTHERS WHAT HE HAS LEARNED. MATERIALS HAVE BEEN TESTED, EVALUATED, AND REVISED IN A VARIETY OF CLASSROOM SETTINGS. OTHER MATERIALS PROVIDE INFORMATION ON (1) INTERVIEWING, (2) FIELD TRIPS, (3) STAFF DEVELOPMENT ACTIVITIES, (4) CAREER LATTICES, AND (5) 70 SUGGESTED CLASSROOM ACTIVITIES FOR OCCUPATIONAL EXPLORATION. OBJECTIVES ARE CLEARLY STATED AND ACTIVITIES STRESS USE OF ALL RESOURCES, SUCH AS ROLE-PLAYING, FIELD TRIPS, AND COMMUNITY RESOURCES. (JS)

VT 015 000
CROCKER, MARY WALLACE, AND OTHERS
HOUSING EDUCATION CURRICULUM FOR TENANTS WHO MOVE FROM SUBSTANDARD HOUSING TO MODERN RENT SUPPLEMENT OR PUBLIC HOUSING UNITS.

MISSISSIPPI STATE COLL. FOR WOMEN, COLUMBUS.;MISSISSIPPI STATE DEPT. OF EDUCATION, JACKSON. DIV. OF VOCATIONAL AND TECHNICAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - AUG71 117P.

DESCRIPTORS - *LOW INCOME HOUSING; HOME MANAGEMENT; *HOMEMAKING SKILLS; *TEACHING GUIDES; *ADULT EDUCATION; CURRICULUM GUIDES; LEARNING ACTIVITIES; BEHAVIORAL OBJECTIVES; EDUCATIONAL OBJECTIVES; INSTRUCTIONAL AIDS; BIBLIOGRAPHIES; STUDENT MOTIVATION

ABSTRACT - RESULTING FROM A RESEARCH PROJECT IN WHICH SIX HOMEMAKER TRAINING LESSONS WERE DEVELOPED DURING AN ADULT EDUCATION METHODS CLASS IN HOME ECONOMICS AND SUBSEQUENTLY TAUGHT TO A GROUP OF HOMEMAKERS, THIS TEACHING GUIDE CONTAINS LESSONS PLANNED TO MEET SPECIFIC NEEDS AND REQUIREMENTS OF TENANTS WHO MOVE FROM SUBSTANDARD HOUSING TO MODERN RENT SUPPLEMENT OR PUBLIC HOUSING UNITS. THE SIX, [illegible]-HOUR LESSONS EMPHASIZE CONCEPTS SUCH AS FINANCIAL AND CIVIC RESPONSIBILITIES, HOUSEKEEPING, STORAGE, HOME DECORATION, AND RANGE AND REFRIGERATOR USE AND CARE. CONTAINED IN EACH LESSON ARE THE FOLLOWING COMPONENTS: (1) OVERALL OBJECTIVE(S), (2) BEHAVIORAL OBJECTIVES, (3) A CHECK LIST OF DEMONSTRATION SUPPLIES, DISPLAY ITEMS, ILLUSTRATIVE MATERIALS, AND OTHER INSTRUCTIONAL AIDS, (4) HANDOUTS, (5) INSTRUCTOR REFERENCES, (6) MOTIVATIONAL SUGGESTIONS, AND (7) AN OUTLINE OF SUGGESTED LEARNING ACTIVITIES. AN INTRODUCTORY SECTION DESCRIBES DEVELOPMENT ACTIVITIES AND PROVIDES RECOMMENDATIONS FOR SELECTING THE INSTRUCTOR, RECRUITING THE STUDENTS, SIZE AND COMPOSITION OF GROUPS, SPACING AND SEQUENCE OF LESSONS, ASSIGNMENTS, RESOURCES, CHILD CARE, PUBLIC RELATIONS, AND CERTIFICATES. (SB)

VT 015 010
ALMARODE, RICHARD L.
DEVELOPING A HOSPITALITY PROGRAM IN HIGH SCHOOLS (FOOD SERVICE AND LODGING EDUCATION).

COUNCIL ON HOTEL, RESTAURANT, AND INSTITUTIONAL EDUCATION, ITHACA, N.Y.
DOCUMENT NOT AVAILABLE FROM EDRS. COUNCIL ON HOTEL, RESTAURANT AND INSTITUTIONAL EDUCATION, 1522 K STREET, N.W., WASHINGTON, D.C. 20005 ($5.00)
PUB DATE - DEC70 60P.

DESCRIPTORS - *OCCUPATIONAL HOME ECONOMICS; *PROGRAM GUIDES; *PROGRAM DEVELOPMENT; *GUIDELINES; SECONDARY GRADES; *FOOD SERVICE WORKERS; FOOD SERVICE OCCUPATIONS; FOOD SERVICE INDUSTRY; BIBLIOGRAPHIES

ABSTRACT - PREPARED WITH THE SUPPORT AND REVIEW OF THE NATIONAL ADVISORY COMMITTEE OF THE COUNCIL ON HOTEL, RESTAURANT, AND INSTITUTIONAL EDUCATION, THIS PUBLICATION CONTAINS GUIDELINES FOR USE BY ADMINISTRATORS, TEACHERS, AND INDUSTRY ADVISORY COMMITTEES IN DEVELOPING HIGH SCHOOL COURSES AND PROGRAMS IN FOOD AND LODGING EDUCATION. CHAPTERS COVER: (1) A DISCUSSION OF THE EXPANDING

HOSPITALITY AND SERVICE INDUSTRY, INCLUDING THE CHANGES IT HAS UNDERGONE, AND SKILLS AND INTERESTS NEEDED, (2) CONSIDERATIONS IN SELECTING PROGRAM FORMAT, SUCH AS UTILIZING FACILITIES AND FACULTY, TYPES OF OCCUPATIONAL PROGRAMS, AND CURRICULUM DEVELOPMENT, (3) STUDENT SELECTION AND COUNSELING, (4) PROGRAM FUNDING, (5) TEACHER QUALIFICATIONS, RECRUITMENT, SELECTION, AND CERTIFICATION, (6) COOPERATION WITH INDUSTRY AND COMMUNITIES, (7) EVALUATION OF THE PROGRAM, (8) UTILIZING RESOURCES, (9) EXPANDING THE FOOD SERVICE PROGRAM, AND (10) FACILITY REQUIREMENTS AND CURRICULUM CONSIDERATIONS. EQUIPMENT LISTS, FLOOR PLANS, AND SOURCES OF MATERIAL ARE APPENDED, AND A BIBLIOGRAPHY OF INSTRUCTIONAL MATERIALS AND PROGRAM ADMINISTRATION RESOURCES IS PROVIDED. (SB)

VT 015 016   ED 061 453
BOBBITT, FRANK;LETWIN, LINDA
TECHNIQUES FOR TEACHING DISADVANTAGED YOUTH IN VOCATIONAL EDUCATION.

MICHIGAN STATE UNIV., EAST LANSING. RURAL MANPOWER CENTER.
EDRS PRICE MF-$0.65 HC-$6.58.
SPEC-PAP-14
PUB DATE - DEC71 106P.

DESCRIPTORS - *VOCATIONAL EDUCATION; *TEACHING METHODS; *DISADVANTAGED YOUTH; TEACHER ATTITUDES; SECONDARY GRADES; COUNSELING; STUDENT MOTIVATION; CURRICULUM DEVELOPMENT; PROGRAM EVALUATION; *EDUCATIONAL NEEDS; REFERENCE MATERIALS; *RESOURCE MATERIALS; EDUCATIONAL PROBLEMS; VOCATIONAL EDUCATION TEACHERS; TEACHING TECHNIQUES

ABSTRACT - DEVELOPED THROUGH A COLLEGE CURRICULUM DEPARTMENT, THIS PUBLICATION PROVIDES VOCATIONAL TEACHERS WITH A PRACTICAL REFERENCE ON PROBLEMS RELATING TO EDUCATING DISADVANTAGED STUDENTS. THE UNDERLYING THEME IS THAT THE TEACHER IS THE MAJOR FACTOR IN THE SUCCESS OF ANY PROGRAM FOR THE DISADVANTAGED. SEVERAL ASPECTS OF THE PROBLEM ARE CONSIDERED, INCLUDING: (1) IDENTIFICATION OF THE DISADVANTAGED AND THEIR NEEDS, (2) MOTIVATION, (3) TEACHER STUDENT RELATIONSHIP, (4) COUNSELING, (5) GROUPING DISADVANTAGED STUDENTS, (6) CURRICULUM, (7) TEACHING METHODS, (8) PROGRAM EVALUATION, AND (9) AVAILABLE FEDERAL RESOURCES. (BH)

VT 015 033
VANDERJAGT, GAIL
BIBLIOGRAPHY OF LOW READING LEVEL MATERIALS IN CONSUMER EDUCATION.

ILLINOIS UNIV., URBANA. DIV. OF HOME ECONOMICS EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
ILLINOIS TEACHER, DIVISION OF HOME ECONOMICS EDUCATION, 342 EDUCATION BUILDING, UNIVERSITY OF ILLINOIS, URBANA, ILLINOIS 61801 ($.75, LIMITED SUPPLY)
PUB DATE - 71 29P.ILLINOIS TEACHER; V15 N2 NOVEMBER-DECEMBER 1971

DESCRIPTORS - *ANNOTATED BIBLIOGRAPHIES; *CONSUMER EDUCATION; HOME ECONOMICS EDUCATION; FAMILY LIFE EDUCATION; ECONOMICALLY DISADVANTAGED; LOW INCOME GROUPS; *READING LEVEL; *READING DIFFICULTY; *ACADEMICALLY HANDICAPPED; BOOKS; PERIODICALS; NEWSPAPERS; GOVERNMENT PUBLICATIONS

ABSTRACT - THIS ANNOTATED BIBLIOGRAPHY OF ADULT LOW-READING LEVEL MATERIALS PRESENTS 191 CONSUMER EDUCATION MATERIALS ARRANGED ALPHABETICALLY BY AUTHOR OR TITLE WITHIN EACH OF THE SIX CATEGORIES OF BOOKS, BOOKLETS, LEAFLETS, NEWSPAPERS, PORTIONS OF JOURNALS, AND GOVERNMENT PUBLICATIONS. ENTRIES PROVIDE INFORMATION ON PRICES, PUBLICATION, SUPPLEMENTARY MATERIALS AVAILABLE, AND CALCULATED GRADE LEVEL, AS WELL AS SPECIAL NOTATIONS DESIGNATING MATERIALS AVAILABLE IN SPANISH. EACH ENTRY IS NUMBER CODED TO CORRESPOND TO THE SUBJECT INDEX. ANNOTATIONS DISTINGUISH BETWEEN

MATERIALS WHICH SIMPLY STATE INFORMATION AND THOSE USING A HUMAN INTEREST, PERSONAL EXAMPLE, OR READER-INVOLVEMENT APPROACH. A LISTING OF PUBLISHERS' ADDRESSES IS ALSO INCLUDED. (AW)

VT 015 039
TRADE AND INDUSTRIAL RESOURCE SUPPLEMENT TO THE CONSUMER EDUCATION CURRICULUM GUIDE FOR OHIO.

OHIO STATE DEPT. OF EDUCATION, COLUMBUS. DIV. OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
INSTRUCTIONAL MATERIALS LABORATORY, TRADE AND INDUSTRIAL EDUCATION, THE OHIO STATE UNIVERSITY, 1885 NEIL AVENUE, COLUMBUS, OHIO 43210 ($2.40 PLUS POSTAGE)
PUB DATE - 71 74P.

DESCRIPTORS - *RESOURCE GUIDES; CURRICULUM GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *CONSUMER EDUCATION; CONSUMER ECONOMICS; TEACHING PROCEDURES; SECONDARY GRADES; EVALUATION TECHNIQUES; BIBLIOGRAPHIES; LEARNING ACTIVITIES

ABSTRACT - DEVELOPED BY TRADE AND INDUSTRIAL EDUCATION TEACHERS WITH THE AID OF STATE DEPARTMENT AND UNIVERSITY TEACHING PERSONNEL, THIS SUPPLEMENT TO VT 012 356 (AIM SUMMER 1971) IS INTENDED TO ASSIST OHIO TEACHERS IN IMPROVING HIGH SCHOOL TRADE AND INDUSTRIAL EDUCATION CURRICULUMS BY INCORPORATING APPROPRIATE SEGMENTS OF CONSUMER EDUCATION. INSTRUCTIONAL UNITS ARE DEVELOPED AROUND SIX CONCEPTS COVERING: (1) THE ECONOMIC SYSTEM, (2) INCOME PROCUREMENT, (3) CONSUMER ALTERNATIVES, (4) CONSUMER BEHAVIOR DETERMINANTS, (5) ROLES, RIGHTS, AND RESPONSIBILITIES, AND (6) COMMUNITY RESOURCES. THE UNITS CONTAIN OBJECTIVES, PREPARATION SUGGESTIONS, SUGGESTED STUDENT ACTIVITIES AND EVALUATION, AND SUGGESTED RESOURCES. SEVERAL OF THE UNITS ALSO INCLUDE ILLUSTRATIONS WHICH MAY BE USED AS TRANSPARENCY MASTERS FOR OVERHEAD PROJECTION. A GLOSSARY OF TERMS AND A SELECTED BIBLIOGRAPHY OF BOOKS, PAMPHLETS, PERIODICALS, RESOURCE PERSONS, FILMSTRIPS, AND FILMS ARE PROVIDED. ANOTHER SUPPLEMENT IS AVAILABLE AS VT 014 067 (AIM VOL. 5, NO. 2) AND RELATED DOCUMENTS AS VT 015 040-VT 015 047 IN THIS ISSUE. (SB)

VT 015 040
MANPOWER TRAINING RESOURCE SUPPLEMENT TO THE CONSUMER EDUCATION CURRICULUM GUIDE FOR OHIO.

OHIO STATE DEPT. OF EDUCATION, COLUMBUS. DIV. OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
INSTRUCTIONAL MATERIALS LABORATORY, TRADE AND INDUSTRIAL EDUCATION, THE OHIO STATE UNIVERSITY, 1885 NEIL AVENUE, COLUMBUS, OHIO 43210 ($2.40 PLUS POSTAGE)
PUB DATE - 71 72P.

DESCRIPTORS - *MANPOWER DEVELOPMENT; *CONSUMER EDUCATION; *TEACHING GUIDES; *RESOURCE GUIDES; CURRICULUM GUIDES; CONSUMER ECONOMICS; LEARNING ACTIVITIES; EVALUATION TECHNIQUES; BIBLIOGRAPHIES; SKILL CENTERS
IDENTIFIERS - *MANPOWER DEVELOPMENT AND TRAINING ACT; MDTA

ABSTRACT - PREPARED BY A GROUP OF TEACHER EDUCATORS AND MANPOWER TRAINING TEACHERS, THIS SUPPLEMENT TO VT 012 356 (AIM SUMMER 1971) IS INTENDED TO PROVIDE TEACHERS IN MANPOWER DEVELOPMENT AND TRAINING ACT SKILL CENTERS WITH ACTIVITIES AND REFERENCES FOR INCORPORATING CONSUMER EDUCATION INTO THE CURRICULUM. INSTRUCTIONAL UNITS ARE DEVELOPED AROUND SIX CONCEPTS COVERING: (1) THE ECONOMIC SYSTEM, (2) INCOME PROCUREMENT, (3) CONSUMER ALTERNATIVES, (4) CONSUMER BEHAVIOR DETERMINANTS, (5) ROLES, RIGHTS, AND RESPONSIBILITIES, AND (6) COMMUNITY RESOURCES. THE UNITS CONTAIN OBJECTIVES, GENERALIZATIONS, AND SUGGESTED LEARNING ACTIVITIES, EVALUATION TECHNIQUES, AND RESOURCES WHICH ARE

KEYED TO CONCEPTS TO BE LEARNED. SEVERAL OF THE UNITS ALSO INCLUDE ILLUSTRATIONS WHICH MAY BE USED AS TRANSPARENCY MASTERS. A GLOSSARY OF TERMS AND BIBLIOGRAPHY OF CATALOGS, CHARTS, PERIODICALS, PAMPHLETS, TRAINEE MANUALS AND WORKBOOKS, PROGRAMMED MATERIALS, AND TEACHER REFERENCES ARE PROVIDED. AN EARLIER SUPPLEMENT IS AVAILABLE AS VT 014 067 (AIM VOL. 5, NO. 2); RELATED DOCUMENTS ARE VT 015 039-VT 015 047 IN THIS ISSUE. (SB)

VT 015 041
INDUSTRIAL ARTS RESOURCE SUPPLEMENT TO THE CONSUMER EDUCATION CURRICULUM GUIDE FOR OHIO.

OHIO STATE DEPT. OF EDUCATION, COLUMBUS. DIV. OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
INSTRUCTIONAL MATERIALS LABORATORY, TRADE AND INDUSTRIAL EDUCATION, THE OHIO STATE UNIVERSITY, 1885 NEIL AVENUE, COLUMBUS, OHIO 43210 ($2.40 PLUS POSTAGE)
PUB DATE - 71 107P.

DESCRIPTORS - CURRICULUM GUIDES; *RESOURCE GUIDES; *TEACHING GUIDES; *INDUSTRIAL ARTS; *CONSUMER EDUCATION; CONSUMER ECONOMICS; SECONDARY GRADES; BIBLIOGRAPHIES; LEARNING ACTIVITIES; EVALUATION TECHNIQUES

ABSTRACT - DEVELOPED BY INDUSTRIAL ARTS TEACHERS WITH THE AID OF STATE INDUSTRIAL ARTS AND UNIVERSITY PERSONNEL, THIS SUPPLEMENT TO VT 012 356 (AIM SUMMER 1971) IS INTENDED TO ASSIST OHIO TEACHERS IN IMPROVING HIGH SCHOOL INDUSTRIAL ARTS CURRICULUM BY INCORPORATING APPROPRIATE SEGMENTS OF CONSUMER EDUCATION. INSTRUCTIONAL UNITS ARE DEVELOPED AROUND SIX CONCEPTS COVERING: (1) THE ECONOMIC SYSTEM, (2) INCOME PROCUREMENT, (3) CONSUMER ALTERNATIVES, (4) CONSUMER BEHAVIOR DETERMINANTS, (5) ROLES, RIGHTS, AND RESPONSIBILITIES, AND (6) COMMUNITY RESOURCES. THE UNITS CONTAIN OBJECTIVES, RATIONALES, CONCEPTS, GENERALIZATIONS, AND SUGGESTED LEARNING ACTIVITIES. SEVERAL OF THE UNITS ALSO INCLUDE ILLUSTRATIONS WHICH MAY BE USED AS TRANSPARENCY MASTERS FOR OVERHEAD PROJECTION, AND A SELECTED BIBLIOGRAPHY OF BOOKS, PERIODICALS, PAMPHLETS, AUDIO-VISUAL AIDS, AND AGENCIES AND ORGANIZATIONS IS PROVIDED. ANOTHER SUPPLEMENT IS AVAILABLE AS VT 014 067 (AIM VOL. 5, NO. 2) AND RELATED DOCUMENTS AS VT 015 039-VT 015 047 IN THIS ISSUE. (SB)

VT 015 042
DISTRIBUTIVE EDUCATION RESOURCE SUPPLEMENT TO THE CONSUMER EDUCATION CURRICULUM GUIDE FOR OHIO.

OHIO STATE DEPT. OF EDUCATION, COLUMBUS. DIV. OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
INSTRUCTIONAL MATERIALS LABORATORY, TRADE AND INDUSTRIAL EDUCATION, THE OHIO STATE UNIVERSITY, 1885 NEIL AVENUE, COLUMBUS, OHIO 43210 ($2.40 PLUS POSTAGE)
PUB DATE - 71 57P.

DESCRIPTORS - CURRICULUM GUIDES; *RESOURCE GUIDES; *TEACHING GUIDES; *DISTRIBUTIVE EDUCATION; *CONSUMER EDUCATION; CONSUMER ECONOMICS; SECONDARY GRADES; BIBLIOGRAPHIES; LEARNING ACTIVITIES; EVALUATION TECHNIQUES

ABSTRACT - DEVELOPED BY DISTRIBUTIVE EDUCATION TEACHERS, THIS SUPPLEMENT TO VT 012 356 (AIM SUMMER 1971) IS INTENDED TO ASSIST OHIO TEACHERS IN IMPROVING HIGH SCHOOL DISTRIBUTIVE EDUCATION CURRICULUMS BY INCORPORATING APPROPRIATE SEGMENTS OF CONSUMER EDUCATION. INSTRUCTIONAL UNITS ARE DEVELOPED AROUND FIVE CONCEPTS COVERING: (1) MULTIPLE ROLES OF THE INDIVIDUAL, (2) INCOME PROCUREMENT, (3) CONSUMER BEHAVIOR DETERMINANTS, (4) CONSUMER ALTERNATIVES AND (5) COMMUNITY RESOURCES. THE UNITS CONTAIN OBJECTIVES, GENERALIZATIONS, AND SUGGESTED LEARNING ACTIVITIES, EVALUATION TECHNIQUES, AND RESOURCES WHICH ARE KEYED TO CONCEPTS TO BE LEARNED.

SEVERAL OF THE UNITS ALSO INCLUDE ILLUSTRATIONS WHICH MAY BE USED AS TRANSPARENCY MASTERS FOR OVERHEAD PROJECTION. SOURCES OF FREE AND INEXPENSIVE MATERIALS AND A BIBLIOGRAPHY OF BOOKS, CONSUMER EDUCATION KITS, PERIODICALS, FILMSTRIPS, AND FILMS ARE PROVIDED. ANOTHER SUPPLEMENT IS AVAILABLE AS VT 014 067 (AIM VOL.5, NO.2) AND RELATED DOCUMENTS AS VT 015 039-VT 015 047 IN THIS ISSUE. (SB)

VT 015 043
BUSINESS AND OFFICE EDUCATION RESOURCE SUPPLEMENT TO THE CONSUMER EDUCATION CURRICULUM GUIDE FOR OHIO.

OHIO STATE DEPT. OF EDUCATION, COLUMBUS. DIV. OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
INSTRUCTIONAL MATERIALS LABORATORY, TRADE AND INDUSTRIAL EDUCATION, THE OHIO STATE UNIVERSITY, 1885 NEIL AVENUE, COLUMBUS, OHIO 43210 ($2.40 PLUS POSTAGE)
PUB DATE - 71 64P.

DESCRIPTORS - CURRICULUM GUIDES; *RESOURCE GUIDES; *TEACHING GUIDES; *BUSINESS EDUCATION; *OFFICE OCCUPATIONS EDUCATION; *CONSUMER EDUCATION; SECONDARY GRADES; CONSUMER ECONOMICS; BIBLIOGRAPHIES; LEARNING ACTIVITIES; EVALUATION TECHNIQUES

ABSTRACT - DEVELOPED BY BUSINESS EDUCATION TEACHERS WITH THE AID OF STATE BUSINESS EDUCATION STAFF, THIS SUPPLEMENT TO VT 012 356 (AIM SUMMER 1971) IS INTENDED TO ASSIST OHIO TEACHERS IN IMPROVING HIGH SCHOOL BUSINESS EDUCATION CURRICULUMS BY INCORPORATING APPROPRIATE SEGMENTS OF CONSUMER EDUCATION. INSTRUCTIONAL UNITS ARE DEVELOPED AROUND SIX CONCEPTS COVERING: (1) THE ECONOMIC SYSTEM, (2) INCOME PROCUREMENT, (3) CONSUMER ALTERNATIVES, (4) CONSUMER BEHAVIOR DETERMINANTS, (5) ROLES, RIGHTS, AND RESPONSIBILITIES, AND (6) COMMUNITY RESOURCES. THE UNITS CONTAIN OBJECTIVES AND SUGGESTED LEARNING ACTIVITIES, EVALUATION TECHNIQUES, AND RESOURCES WHICH ARE KEYED TO CONCEPTS AND BUSINESS SUBJECT AREA. SEVERAL OF THE UNITS ALSO INCLUDE ILLUSTRATIONS WHICH MAY BE USED AS TRANSPARENCY MASTERS FOR OVERHEAD PROJECTION, AND A SELECTED BIBLIOGRAPHY OF TEACHER REFERENCES, BOOKS, PAMPHLETS, PRACTICE SETS, FILMS, FILMSTRIPS, AND BULLETIN BOARD MATERIALS IS PROVIDED. ANOTHER SUPPLEMENT IS AVAILABLE AS VT 014 067 (AIM VOL. 5, NO. 2) AND RELATED DOCUMENTS AS VT 015 039-VT 015 047 IN THIS ISSUE. (SB)

VT 015 044
GRADES K-6 RESOURCE SUPPLEMENT TO THE CONSUMER EDUCATION CURRICULUM GUIDE FOR OHIO.

OHIO STATE DEPT. OF EDUCATION, COLUMBUS. DIV. OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
INSTRUCTIONAL MATERIALS LABORATORY, TRADE AND INDUSTRIAL EDUCATION, THE OHIO STATE UNIVERSITY, 1885 NEIL AVENUE, COLUMBUS, OHIO 43210 ($2.40 PLUS POSTAGE)
PUB DATE - 71 144P.

DESCRIPTORS - *TEACHING GUIDES; *RESOURCE GUIDES; CURRICULUM GUIDES; *ELEMENTARY GRADES; CONSUMER ECONOMICS; BIBLIOGRAPHIES; BEHAVIORAL OBJECTIVES; LEARNING ACTIVITIES; TRANSPARENCIES; GLOSSARIES; *CONSUMER EDUCATION

ABSTRACT - PREPARED BY A GROUP OF ELEMENTARY TEACHERS, TEACHER-EDUCATORS, AND COUNSELORS, THIS SUPPLEMENT TO VT 012 356 (AIM SUMMER 1971) IS INTENDED TO ASSIT OHIO TEACHERS IN INCORPORATING CONSUMER EDUCATION EXPERIENCES INTO THE ELEMENTARY CURRICULUM. GROUPED BY COLOR-CODED GRADE LEVELS (K-1, 3-4, 5-6), INSTRUCTIONAL UNITS ARE DEVELOPED AROUND THESE SIX CONCEPTS: (1) YOU: ROLES, RIGHTS, AND RESPONSIBILITIES, (2) OUR ECONOMIC SYSTEM, (3) HOW WE EARN AN INCOME, (4) HOW WE BUY: CONSUMER CHOICES, (5) WHY WE BUY, AND (6) HELP WE FIND IN COMMUNITIES. THE UNITS CONTAIN AN INTRODUCTION, GENERAL AND BEHAVIORAL OBJECTIVES, AND SUGGESTED LEARNING EXPERIENCES AND RESOURCES WHICH ARE KEYED TO CONCEPTS TO BE LEARNED. SEVERAL OF THE UNITS INCLUDE ILLUSTRATIONS WHICH MAY BE USED AS TRANSPARENCY MASTERS FOR OVERHEAD PROJECTION. A GLOSSARY OF CONSUMER EDUCATION TERMS AND A BIBLIOGRAPHY OF TEACHER AND STUDENT REFERENCES ARE PROVIDED, AND SUGGESTIONS FOR ADDITIONAL ILLUSTRATIVE MATERIALS ARE APPENDED. ANOTHER SUPPLEMENT IS AVAILABLE AS VT 014 067 (AIM VOL. 5, NO. 2) AND RELATED DOCUMENTS AS VT 015 039-VT 015 047 IN THIS ISSUE. (SB)

VT 015 045
HOME ECONOMICS FOR FAMILIES WITH LIMITED INCOME RESOURCE SUPPLEMENT TO THE CONSUMER EDUCATION CURRICULUM GUIDE FOR OHIO.

OHIO STATE DEPT. OF EDUCATION, COLUMBUS. DIV. OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
INSTRUCTIONAL MATERIALS LABORATORY, TRADE AND INDUSTRIAL EDUCATION, THE OHIO STATE UNIVERSITY, 1885 NEIL AVENUE, COLUMBUS, OHIO 43210 ($2.40 PLUS POSTAGE)
PUB DATE - 71 44P.

DESCRIPTORS - CURRICULUM GUIDES; *RESOURCE GUIDES; *TEACHING GUIDES; HOME ECONOMICS EDUCATION; *FAMILY LIFE EDUCATION; *CONSUMER EDUCATION; DISADVANTAGED GROUPS; CONSUMER ECONOMICS; BIBLIOGRAPHIES; *LOW INCOME GROUPS; LEARNING ACTIVITIES; EVALUATION TECHNIQUES

ABSTRACT - PREPARED BY A GROUP OF FAMILY LIFE EDUCATION TEACHERS, THIS SUPPLEMENT TO VT 012 356 (AIM SUMMER 1971) IS INTENDED TO PROVIDE OHIO TEACHERS WITH APPROACHES FOR WORKING WITH PERSONS OF LIMITED INCOME. INSTRUCTIONAL UNITS ARE DEVELOPED AROUND SIX CONCEPTS COVERING: (1) THE ECONOMIC SYSTEM, (2) INCOME PROCUREMENT, (3) CONSUMER BEHAVIOR DETERMINANTS, (4) CONSUMER ALTERNATIVES, (5) ROLES, RIGHTS, AND RESPONSIBILITIES, AND (6) COMMUNITY RESOURCES. THE UNITS CONTAIN OBJECTIVES, GENERALIZATIONS, AND SUGGESTED LEARNING ACTIVITIES, EVALUATION TECHNIQUES, AND RESOURCES WHICH ARE KEYED TO CONCEPTS TO BE LEARNED. SEVERAL OF THE UNITS ALSO INCLUDE ILLUSTRATIONS WHICH MAY BE USED AS TRANSPARENCY MASTERS FOR OVERHEAD PROJECTION, AND A SELECTED BIBLIOGRAPHY OF REFERENCE BOOKS, PAMPHLETS, PERIODICALS, FILMS, FILMSTRIPS, AND SLIDES IS PROVIDED. ANOTHER SUPPLEMENT IS AVAILABLE AS VT 014 067 (AIM VOL. 5, NO. 2) AND RELATED DOCUMENTS AS VT 015 039-VT 015 047 IN THIS ISSUE. (SB)

VT 015 046
HOME ECONOMICS JOB TRAINING RESOURCE SUPPLEMENT TO THE CONSUMER EDUCATION CURRICULUM GUIDE FOR OHIO.

OHIO STATE DEPT. OF EDUCATION, COLUMBUS. DIV. OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
INSTRUCTIONAL MATERIALS LABORATORY, TRADE AND INDUSTRIAL EDUCATION, THE OHIO STATE UNIVERSITY, 1885 NEIL AVENUE, COLUMBUS, OHIO 43210 ($2.40 PLUS POSTAGE)
PUB DATE - 71 50P.

DESCRIPTORS - *CONSUMER EDUCATION; *OCCUPATIONAL HOME ECONOMICS; SERVICE OCCUPATIONS; CONSUMER ECONOMICS; CURRICULUM GUIDES; *RESOURCE GUIDES; BIBLIOGRAPHIES; *TEACHING GUIDES; LEARNING ACTIVITIES; EVALUATION TECHNIQUES

ABSTRACT - PREPARED BY A GROUP OF HIGH SCHOOL HOME ECONOMICS TEACHERS, THIS SUPPLEMENT TO VT 012 356 (AIM SUMMER 1971) IS INTENDED TO BE USED BY OHIO TEACHERS IN INCORPORATING CONSUMER EDUCATION EXPERIENCES INTO THE JOB TRAINING AREAS OF CHILD CARE, FABRIC, FOOD, AND COMMUNITY AND HOME SERVICES. INSTRUCTIONAL UNITS ARE DEVELOPED AROUND SIX CONCEPTS COVERING: (1) THE ECONOMIC SYSTEM, (2) INCOME PROCUREMENT, (3) CONSUMER BEHAVIOR DETERMINANTS, (4) CONSUMER ALTERNATIVES, (5) ROLES, RIGHTS, AND RESPONSIBILITIES, AND (6)

COMMUNITY RESOURCES. THE UNITS CONTAIN OBJECTIVES, GENERALIZATIONS, AND SUGGESTED LEARNING ACTIVITIES, EVALUATION TECHNIQUES, AND RESOURCES WHICH ARE KEYED TO CONCEPTS TO BE LEARNED. SEVERAL OF THE UNITS ALSO INCLUDE ILLUSTRATIONS WHICH MAY BE USED AS TRANSPARENCY MASTERS FOR OVERHEAD PROJECTION, AND A BIBLIOGRAPHY OF BOOKS, PAMPHLETS, PERIODICALS, FILMS, AND FILMSTRIPS IS PROVIDED. ANOTHER SUPPLEMENT IS AVAILABLE AS VT 014 067 (AIM VOL. 5, NO. 2) AND RELATED DOCUMENTS AS VT 015 039-VT 015 047 IN THIS ISSUE. (SB)

VT 015 047
OCCUPATIONAL WORK ADJUSTMENT RESOURCE SUPPLEMENT TO THE CONSUMER EDUCATION CURRICULUM GUIDE FOR OHIO.

OHIO STATE DEPT. OF EDUCATION, COLUMBUS. DIV. OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
INSTRUCTIONAL MATERIALS LABORATORY, TRADE AND INDUSTRIAL EDUCATION, THE OHIO STATE UNIVERSITY, 1885 NEIL AVENUE, COLUMBUS, OHIO 43210 ($2.40 PLUS POSTAGE)
PUB DATE - 71 51P.

DESCRIPTORS - CURRICULUM GUIDES; *RESOURCE GUIDES; *TEACHING GUIDES; *VOCATIONAL EDUCATION; *VOCATIONAL ADJUSTMENT; *CONSUMER EDUCATION; CONSUMER ECONOMICS; JOB APPLICATION; WAGES; BIBLIOGRAPHIES; LEARNING ACTIVITIES; EVALUATION TECHNIQUES

ABSTRACT - PREPARED BY A GROUP OF JUNIOR HIGH SCHOOL TEACHERS, THIS SUPPLEMENT TO VT 012 356 (AIM SUMMER 1971) IS INTENDED TO PROVIDE COORDINATORS OF OCCUPATIONAL WORK ADJUSTMENT PROGRAMS WITH IDEAS AND METHODS FOR INCORPORATING CONSUMER EDUCATION INTO THE CURRICULUM. INSTRUCTIONAL UNITS ARE DEVELOPED AROUND FIVE CONCEPTS COVERING: (1) THE ECONOMIC SYSTEM, (2) INCOME PROCUREMENT, (3) ROLES, RIGHTS, AND RESPONSIBILITIES, (4) CONSUMER BEHAVIOR DETERMINANTS, AND (5) CONSUMER ALTERNATIVES. THE UNITS CONTAIN BACKGROUND INFORMATION, OBJECTIVES, AND SUGGESTED LEARNING AND EVALUATION EXPERIENCES KEYED TO CONCEPTS TO BE LEARNED. SEVERAL OF THE UNITS ALSO INCLUDE ILLUSTRATIONS WHICH MAY BE USED AS TRANSPARENCY MASTERS FOR OVERHEAD PROJECTION, AND A BIBLIOGRAPHY OF TEXTBOOKS, REFERENCES, AND CONSUMER EDUCATION KITS IS PROVIDED. ANOTHER SUPPLEMENT IS AVAILABLE AS VT 014 067 (AIM VOL. 5, NO. 2) AND RELATED DOCUMENTS AS VT 015 039-VT 015 046 IN THIS ISSUE. (SB)

VT 015 050 ED 062 526
BURNS, WILLIAM E.
PUBLIC SERVICE OCCUPATIONS IN CAREER EDUCATION. SELECTED EXCERPTS AND RECOMMENDATIONS OF THE NATIONAL ADVISORY AND REVIEW COMMITTEE PUBLIC SERVICE OCCUPATIONS CURRICULUM PROJECT.

STATE UNIV. OF NEW YORK, BUFFALO.;CALIFORNIA STATE DEPT. OF EDUCATION, SACRAMENTO. VOCATIONAL EDUCATION SERVICES.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
EDRS PRICE MF-$0.65 HC-$3.29.
OEG-0-71-4780(357)
PUB DATE - JAN72 34P.

DESCRIPTORS - *CAREER EDUCATION; *CURRICULUM DEVELOPMENT; PROJECTS; VOCATIONAL EDUCATION; SECONDARY EDUCATION; JUNIOR COLLEGES; EDUCATIONAL NEEDS; MODELS; CURRICULUM DESIGN; *GOVERNMENT EMPLOYEES; *DEVELOPMENTAL PROGRAMS; GUIDELINES; *PROGRAM PLANNING
IDENTIFIERS - *PUBLIC SERVICE OCCUPATIONS

ABSTRACT - IN JANUARY 1972, A NATIONAL ADVISORY AND REVIEW CURRICULUM COMMITTEE MET AT THE U.S. OFFICE OF EDUCATION TO: (1) REVIEW A REPORT WHICH WAS TO SERVE AS THE FRAMEWORK WITHIN WHICH THE SECONDARY LEVEL PUBLIC SERVICE OCCUPATIONS CURRICULUM WOULD BE DEVELOPED, (2) DISCUSS THE GENERAL CONCEPTS AND RELATED ISSUES IN PREPARING INDIVIDUALS AND/OR GROUPS FOR EMPLOYMENT IN PUBLIC SERVICE, AND (3) HOLD DISCUSSIONS FOCUSING

ON SIX GENERIC QUESTIONS CONCERNING PROJECT IMPLEMENTATION. AS A SUMMARY OF THAT MEETING, THIS REPORT PROVIDES PROJECT STAFF AND CONSULTANTS WITH INSIGHTS INTO THE PROBLEMS OF CAREER DEVELOPMENT FOR PUBLIC SERVICE OCCUPATIONS, AS WELL AS SOLUTIONS TO THOSE PROBLEMS. THE REPORT IS ORGANIZED AROUND SIX KEY ISSUES CONFRONTING PROJECT IMPLEMENTATION. ALSO 36 SPECIFIC RECOMMENDATIONS AND NINE GENERAL RECOMMENDATIONS HAVE BEEN IDENTIFIED TO FURTHER ASSIST IN PROJECT MANAGEMENT AND IMPLEMENTATION. (AUTHOR/JS)

VT 015 052
HANEY, PEGGY H.;THEISS, CYNTHIA
THE PROGRAM ASSISTANT ON THE JOB.

ILLINOIS UNIV., URBANA. DIV. OF HOME ECONOMICS EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
ILLINOIS TEACHER, DIVISION OF HOME ECONOMICS EDUCATION, 342 EDUCATION BUILDING, UNIVERSITY OF ILLINOIS, URBANA, ILLINOIS 61801 (3 FOR $1.00, LIMITED SUPPLY)
PUB DATE - 71 48P.

DESCRIPTORS - JOB TRAINING; *OCCUPATIONAL INFORMATION; *NUTRITION; *FAMILY RELATIONSHIP; *CONSUMER EDUCATION; ACADEMICALLY HANDICAPPED; *READING DIFFICULTY; ADULTS

ABSTRACT - THIS NARRATIVE STYLE PUBLICATION TELLS THE STORY OF VARIOUS PARAPROFESSIONALS WITH THE EXPANDED NUTRITION PROGRAM OF THE COOPERATIVE EXTENSION SERVICE. INTENDED TO AID IN CONSUMER EDUCATION FOR LOW READING LEVEL ADULTS, THE NARRATIVE PROVIDES BASIC INFORMATION ON NUTRITION AND FAMILY RELATIONSHIPS, AS WELL AS DESCRIBING THE POSITION AND EXPLAINING THE FUNCTIONS OF A PROGRAM ASSISTANT IN THE SERVICE. THE READING GRADE LEVEL OF THE PUBLICATION IS CALCULATED AT FOURTH AND FIFTH GRADE. NUMEROUS LINE DRAWINGS ILLUSTRATE THE DOCUMENT. (AW)

VT 015 054
DELAWARE GLOSSARY OF TERMS FOR OCCUPATIONAL-VOCATIONAL EDUCATION.

DELAWARE STATE COLL., DOVER. DEPT. OF DISTRIBUTIVE EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 72 14P.

DESCRIPTORS - *GLOSSARIES; *VOCABULARY; *VOCATIONAL EDUCATION; *CAREER EDUCATION; *COMMUNICATION (THOUGHT TRANSFER); DEFINITIONS

ABSTRACT - DEVELOPED BY DISTRIBUTIVE EDUCATION INTERNS UNDER THE DIRECTION OF A TEACHER-EDUCATOR, THIS GLOSSARY OF TERMS IS DESIGNED TO PROVIDE A COMMON GROUND FOR COMMUNICATION IN OCCUPATIONAL-VOCATIONAL EDUCATION BY STANDARDIZING TERMINOLOGY IN LOCAL AND STATE INSTRUCTIONAL PROGRAMS. THE PUBLICATION CONSISTS OF MORE THAN 70 TERMS COMMON TO OCCUPATIONAL-VOCATIONAL EDUCATION, ARRANGED ALPHABETICALLY, WITH EACH TERM UNDERLINED FOR CLARITY. (AW)

VT 015 058
BRADSHER, MILDRED, AND OTHERS
FOOD FOR FITNESS. LESSON GUIDE AND CHARTS.

MISSOURI UNIV., COLUMBIA. EXTENSION DIV.
DEPARTMENT OF AGRICULTURE, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
LG-861-2/71/3M
INDUSTRIAL EDUCATION, 103 INDUSTRIAL EDUCATION BUILDING, UNIVERSITY OF MISSOURI, COLUMBIA, MISSOURI 65201
PUB DATE - FEB71 98P.

DESCRIPTORS - *LESSON PLANS; TEACHING GUIDES; INSTRUCTIONAL AIDS; *HOME ECONOMICS EDUCATION; *NUTRITION INSTRUCTION; FOODS INSTRUCTION; HEALTH EDUCATION; TEENAGERS

ABSTRACT - THIS GUIDE PROVIDES SUGGESTED LESSON PLANS FOR USE IN HOLDING TEENAGE GROUP MEETINGS ON "FOOD FOR FITNESS." EACH OF THE NINE LESSONS INCLUDES: (1) PURPOSE, (2) MATERIALS NEEDED, (3) PRESENTATION, (4) SUMMARY, (5) PLANNING FOR NEXT MEETING, (6) REFERENCES, AND (7) ADDITIONAL ACTIVITIES, AS WELL AS SOME SPECIFIC INFORMATION ON FOOD PREPARATION AND NUTRITION. A LESSON CHART SHOWING THE HANDOUTS AND FOOD TO PREPARE WITH EACH LESSON, AND A TEACHER EVALUATION CHART ARE ALSO PROVIDED. EACH HANDOUT IS CODED TO INDICATE THE LESSON WHICH IT ACCOMPANIES. THE PLANS SHOULD BE ADAPTED TO FIT THE NEEDS AND INTERESTS OF THE STUDENT GROUPS. (AW)

VT 015 077
OCCUPATIONAL CLUSTERS. EXEMPLARY PROGRAM IN CAREER EDUCATION.

COUNCIL BLUFFS COMMUNITY SCHOOL DISTRICT, IOWA.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 01FEB72 58P.

DESCRIPTORS - *INSTRUCTIONAL MATERIALS; *OCCUPATIONAL CLUSTERS; *CLUSTER GROUPINGS; *CAREER EDUCATION; *DEVELOPMENTAL PROGRAMS
IDENTIFIERS - CAREER AWARENESS; ECONOMIC AWARENESS

ABSTRACT - THIS COLLECTION OF 15 OCCUPATIONAL CLUSTERS WAS DEVELOPED THROUGH THE COOPERATIVE EFFORTS OF THE POTTAWATTAMIE COUNTY'S EXEMPLARY PROGRAM IN CAREER EDUCATION AND THE COUNCIL BLUFFS COMMUNITY SCHOOL DISTRICT. A SCHEMATIC OUTLINE OF THE EXEMPLARY PROJECT IS FOLLOWED BY A BREAKDOWN OF EACH OF THE 15 CLUSTERS INTO SPECIFIC FUNCTIONS OR OCCUPATIONS. CLUSTERS INCLUDE: (1) TRANSPORTATION, (2) FINE ARTS AND HUMANITIES, (3) COMMUNICATION AND MEDIA, (4) PERSONAL SERVICES OCCUPATIONS, (5) CONSTRUCTION, (6) HOSPITALITY AND RECREATION, (7) HEALTH OCCUPATIONS, (8) MARINE SCIENCE OCCUPATIONS, (9) CONSUMER AND HOMEMAKING, (10) AGRIBUSINESS AND NATURAL RESOURCES, (11) ENVIRONMENT, (12) PUBLIC SERVICE, (13) BUSINESS AND OFFICE, (14) MANUFACTURING, AND (15) MARKETING AND DISTRIBUTION. (AW)

VT 015 092
JUNIOR HIGH SCHOOL DRAMA--TO IMPROVE SPEECH IS TO HELP IMPROVE THE QUALITY OF A HUMAN BEING. TENTATIVE OUTLINE COURSE OF STUDY.

LOS ANGELES CITY SCHOOLS, CALIF. DIV. OF INSTRUCTIONAL PLANNING AND SERVICES.
MF AVAILABLE IN VT-ERIC SET.
PUB-SC-488
PUB DATE - 53 65P.PAES
COLLECTION

DESCRIPTORS - *TEACHING GUIDES; RESOURCE MATERIALS; INSTRUCTIONAL MATERIALS; *DRAMA; DRAMATICS; *LANGUAGE SKILLS; *LEARNING ACTIVITIES; LEARNING EXPERIENCE; JUNIOR HIGH SCHOOLS; *INDIVIDUAL DEVELOPMENT; SELF ACTUALIZATION
IDENTIFIERS - *SELF AWARENESS

ABSTRACT - THIS TENTATIVE INSTRUCTIONAL UNIT IS DESIGNED TO AID JUNIOR HIGH SCHOOL DRAMA AND ENGLISH TEACHERS IN PRESENTING A 1-SEMESTER COURSE INTRODUCING THE FUNDAMENTALS OF DRAMA TO BEGINNING DRAMA STUDENTS. THE UNIT MATERIAL IS SET UP AS A BASIC OUTLINE, TO BE EXPANDED BY THE TEACHER TO MEET THE INTERESTS AND TALENTS OF INDIVIDUAL CLASSES, AND IS INTENDED TO AID IN PROMOTING GROWTH IN LANGUAGE SKILLS AND DEVELOPING THE ABILITY OF THE INDIVIDUAL STUDENT TO WORK IN A GROUP ACTIVITY. CONTENTS INCLUDE NUMEROUS LEARNING EXPERIENCES DESIGNED TO HELP THE STUDENT ATTAIN POISE, DEVELOP A PLEASING VOICE, ESTABLISH FREEDOM OF ACTION AND CHARACTERIZATION, AND LOSE SELF-CONSCIOUSNESS. SUGGESTIONS FOR PRESENTING THE MATERIAL, RECOMMENDED TEACHING MATERIALS, AND A BIBLIOGRAPHY OF USEFUL BOOKS AND MAGAZINES FOR TEACHER USE ARE PROVIDED. (AW)

VT 015 094
ECONOMIC EDUCATION IN THE SOCIAL STUDIES. AN INSTRUCTIONAL GUIDE, KINDERGARTEN THROUGH GRADE 6.

LOS ANGELES CITY SCHOOLS, CALIF. DIV. OF INSTRUCTIONAL PLANNING AND SERVICES.

MF AVAILABLE IN VT-ERIC SET.
PUB-X-64; CVTE-N-53
PUB DATE - 66 101P.PAES
COLLECTION

DESCRIPTORS - *TEACHING GUIDES; CURRICULUM GUIDES; *SOCIAL STUDIES; ECONOMICS; *ECONOMIC EDUCATION; ELEMENTARY GRADES; INSTRUCTIONAL MATERIALS; *LEARNING ACTIVITIES; *LESSON PLANS; BUSINESS EDUCATION; CONCEPT TEACHING; MARKETING
IDENTIFIERS - *ECONOMIC AWARENESS

ABSTRACT - THIS INSTRUCTIONAL UNIT IS DESIGNED TO AID TEACHERS IN IMPLEMENTING THE DEVELOPMENT OF ECONOMIC UNDERSTANDINGS, CONCEPTS, AND SKILLS IN THE SOCIAL STUDIES PROGRAM OF THE LOS ANGELES CITY ELEMENTARY SCHOOLS. THE GUIDE IS ORGANIZED IN FOUR SECTIONS, THE FIRST DEALING WITH THE SCOPE AND SEQUENCE OF ELEMENTARY ECONOMIC EDUCATION, THE SECOND CONCERNED WITH THE DEVELOPMENT OF PUPIL LEARNINGS, THE THIRD PROVIDING TEACHER BACKGROUND INFORMATION, AND THE FOURTH GIVING A BRIEF HISTORICAL OVERVIEW OF THE DEVELOPMENT OF ECONOMIC THOUGHT. SECTION TWO, WHICH MAKES UP THE MAJOR PORTION OF THE GUIDE, IS ORGANIZED BY GRADE LEVELS, WITH THE CONTENT FOR EACH GRADE LEVEL DEVELOPED FOR THE SIX ECONOMIC AREAS OF: (1) NATURE OF ECONOMICS, (2) FACTORS OF PRODUCTION, (3) DIVISION OF LABOR, (4) THE MARKET, (5) MONEY, BANKING, AND CREDIT, AND (6) ROLE OF GOVERNMENT. ALSO PROVIDED IN THIS SECTION ARE AN EXAMPLE AND EXPLANATION OF EACH ECONOMIC CONCEPT ON THE SCOPE AND SEQUENCE CHART, SUGGESTED TEACHING GUIDELINES, AND PUPIL ACTIVITIES. A GLOSSARY OF ECONOMIC TERMS IS ALSO INCLUDED. (AW)

VT 015 096
388 CIVIL SERVICE PREPARATION. TENTATIVE COURSE OUTLINE.

LOS ANGELES CITY SCHOOLS, CALIF. DIV. OF ADULT EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
CVTE-N-41
PUB DATE - 69 6P.PAES
COLLECTION; 1969 REVISION

DESCRIPTORS - *REVIEW (REEXAMINATION); *CAREER EDUCATION; *ADULT VOCATIONAL EDUCATION; *EXPERIMENTAL CURRICULUM; *NATIONAL COMPETENCY TESTS; GUIDES; INSTRUCTIONAL AIDS; RESOURCE MATERIALS; JOB APPLICANTS; LANGUAGE SKILLS; ARITHMETIC; OCCUPATIONAL GUIDANCE
IDENTIFIERS - EMPLOYMENT SKILLS; *CIVIL SERVICE TESTS

ABSTRACT - THIS TENTATIVE COURSE OUTLINE FOR FIVE-SEMESTER ADULT EDUCATION COURSE IN CIVIL SERVICE PREPARATION CONTAINS A 1-PAGE INTRODUCTION, A BRIEF EXPLANATION OF COURSE OUTLINE CLASSIFICATIONS WHICH ASKS FOR TEACHER AND ADMINISTRATOR SUGGESTIONS, AND A 3-PAGE OUTLINE WITH EIGHT HEADINGS. "ORIENTATION," THE FIRST HEADING, OUTLINES BRIEFLY POINTS TO INCLUDE ABOUT CIVIL SERVICE EMPLOYMENT IN THE COURSE. THE NEXT FIVE HEADINGS COVER BASIC KNOWLEDGE NECESSARY FOR CIVIL SERVICE TESTS, SUCH AS ARITHMETIC, ENGLISH, AND OFFICE SKILLS. THE SEVENTH HEADING LISTS 13 TYPES OF APTITUDE TESTING FOUND ON CIVIL SERVICE EXAMINATIONS, AND THE FINAL HEADING, "JOB ORIENTATION," OUTLINES PROCEDURES FOLLOWED BEFORE TAKING A CIVIL SERVICE POSITION. (AG)

VT 015 099
MAN AND HIS FOOD SUPPLY. PUPIL MATERIAL, SOCIAL STUDIES-GRADE SIX.

LOS ANGELES CITY SCHOOLS, CALIF.
MF AVAILABLE IN VT-ERIC SET.
CVTE-N-55
PUB DATE - 70 68P.PAES
COLLECTION

DESCRIPTORS - *INSTRUCTIONAL MATERIALS; GRADE 6; *SOCIAL STUDIES UNITS; *TEXTBOOKS; LEARNING ACTIVITIES; GLOSSARIES; QUESTIONING TECHNIQUES; VISUAL AIDS; INDEXES (LOCATERS); *FOOD; NUTRITION; *NATURAL RESOURCES; TRANSPORTATION
IDENTIFIERS - EDUCATIONAL AWARENESS

ABSTRACT - THIS TEXTBOOK FOR A

GRADE 6 SOCIAL STUDIES UNIT PRESENTS SPECIFIC SELECTED TOPICS FOR DISCUSSION, DESIGNED TO ANSWER QUESTIONS WHICH MAY ARISE ABOUT THE WORLD'S FOOD SUPPLY. FIVE CHAPTERS COVER FOOD IN CONNECTION WITH HOLIDAYS, NUTRITION, SUPPLIES, AND TRANSPORTATION. CHAPTER V BRIEFLY DISCUSSES PROBLEMS ENCOUNTERED BY FARMERS, RANCHERS, AND FISHERMEN. GRAPHS AND OTHER VISUAL AIDS ILLUSTRATE THE TEXT. THIS BOOKLET, DEVELOPED BY THREE TEACHERS, INCLUDES A FOREWORD, A GLOSSARY, AND AN INDEX. QUESTIONS AND LEARNING ACTIVITIES ARE PROVIDED FOR EACH CHAPTER. (AG)

VT 015 104
THE BAKERY. RESOURCE MATERIAL FOR TEACHERS, GRADE TWO.

LOS ANGELES CITY SCHOOLS, CALIF. DIV. OF INSTRUCTIONAL PLANNING AND SERVICES.
MF AVAILABLE IN VT-ERIC SET.
PUB-EC-197; CVTE-N-64
PUB DATE - 57 42P.PAES COLLECTION, EXCERPTS FROM "INSTRUCTIONAL GUIDE FOR TEACHING SOCIAL STUDIES, GRADE THREE"

DESCRIPTORS - GRADE 2; ANNOTATED BIBLIOGRAPHIES; *RESOURCE MATERIALS; REFERENCE MATERIALS; INSTRUCTIONAL MATERIALS; LEARNING ACTIVITIES; GRAINS (FOOD); *CAREER EDUCATION; *FOOD SERVICE INDUSTRY; *FOOD PROCESSING OCCUPATIONS; *SOCIAL STUDIES
IDENTIFIERS - EDUCATIONAL AWARENESS

ABSTRACT - THIS PRELIMINARY EDITION OF A RESOURCE GUIDE FOR SECOND GRADE TEACHERS PROVIDES SPECIFIC SUGGESTIONS FOR INITIATING A STUDY OF THE BAKERY. THE BAKING PROCESS IS DESCRIBED IN DETAIL WITH SKETCHES OF EQUIPMENT INVOLVED, AND EMPHASIZING THE COMMUNITY SERVICE IT PROVIDES. REVISED AND EXPANDED MATERIALS ARE INCLUDED IN AN ANNOTATED BIBLIOGRAPHY FOR CHILDREN AND TEACHERS, AND A LIST OF AUDIOVISUAL AIDS IS INCLUDED. THESE RESOURCE MATERIALS, PREPARED BY THE ELEMENTARY STAFF MEMBERS OF THE CURRICULUM BRANCH OF THE LOS ANGELES DIVISION OF INSTRUCTIONAL SERVICES, ARE LARGELY REPRINTS TAKEN FROM "INSTRUCTIONAL GUIDE FOR TEACHING SOCIAL STUDIES, GRADE THREE." (AG)

VT 015 107
AMERICA'S BREAD BASKET. PUPIL MATERIALS, SOCIAL STUDIES GRADE TWO.

LOS ANGELES CITY SCHOOLS, CALIF. DIV. OF INSTRUCTIONAL PLANNING AND SERVICES.
MF AVAILABLE IN VT-ERIC SET.
PUB-X-1; CVTE-N-67
PUB DATE - 62 33P.PAES COLLECTION

DESCRIPTORS - *CAREER EDUCATION; GRADE 2; *GRAINS (FOOD); *INSTRUCTIONAL MATERIALS; *SOCIAL STUDIES UNITS; REFERENCE MATERIALS; INSTRUCTIONAL AIDS; *HIGH ACHIEVERS; UNITS OF STUDY (SUBJECT FIELDS); LAND USE; FARMERS; *READING MATERIALS
IDENTIFIERS - EDUCATIONAL AWARENESS

ABSTRACT - THIS EXPERIMENTAL SOCIAL STUDIES REFERENCE MATERIAL FOR ADVANCED READERS IN GRADE 2 IS DESIGNED TO FURTHER KNOWLEDGE OF BASIC CONCEPTS IN THE AMERICAN ECONOMY AND TO STRESS THE INTERDEPENDENCIES OF MEN AND THE LAND. DEVELOPED BY A CURRICULUM SPECIALIST WORKING WITH A COMMITTEE OF TEACHERS, PRINCIPALS, AND SUPERVISORS IN ELEMENTARY EDUCATION, THE PUBLICATION CONTAINS A SHORT INTRODUCTION FOR THE TEACHER, A TABLE OF CONTENTS FOR THE 26 SEPARATE 1-PAGE TOPICS CONCERNING WHEAT FARMS IN THE UNITED STATES, AND AN INTRODUCTION FOR THE PUPILS ASKING SIX QUESTIONS ABOUT AGRICULTURAL PRODUCTION AND WHEAT FARMING WHICH ARE ANSWERED IN THE READINGS. THIS PUPIL READING MATERIAL IS PLANNED FOR USE IN CONJUNCTION WITH THE LARGER STUDY UNIT, "HOW WE SECURE OUR FOOD, THE BAKERY." WRITTEN IN LARGE PRINT, EACH NUMBERED PAGE OF READING MATERIAL INCLUDES A TITLE AND TWO OR THREE PARAGRAPHS OF INFORMATION. (AG)

VT 015 114
THAT'S LIFE. A SENIOR ENGLISH WORKBOOK.

LOS ANGELES CITY SCHOOLS, CALIF. DIV. OF INSTRUCTIONAL PLANNING AND SERVICES.
MF AVAILABLE IN VT-ERIC SET.
CVTE-N-133
PUB DATE - 71 108P.PAES COLLECTION

DESCRIPTORS - *WORKBOOKS; VISUAL AIDS; JOB APPLICATION; *COMMUNICATION SKILLS; GRADE 12; *ENGLISH INSTRUCTION; *VOCATIONAL DEVELOPMENT; *CAREER EDUCATION; CONSUMER ECONOMICS; OCCUPATIONAL GUIDANCE; ACTIVITY LEARNING; HUMANITIES; MANUALS; INSTRUCTIONAL MATERIALS; TELECOMMUNICATION; WORKSHEETS
IDENTIFIERS - BEGINNING COMPETENCE; EMPLOYMENT SKILLS; CAREER AWARENESS

ABSTRACT - THIS GRADE 12 STUDENT MANUAL PROVIDES OPPORTUNITIES TO PRACTICE COMMUNICATION SKILLS IN ENGLISH BY FOLLOWING DIRECTIONS AND FILLING OUT JOB FORMS. THE 10 CHAPTERS OF THE WORKBOOK, DEVELOPED BY EDUCATIONAL CONSULTANTS WITH THE AID OF A CURRICULUM DEVELOPMENT COMMITTEE, COVER HOME LIVING, COMMUNICATION SERVICES, OWNING A CAR, CONSUMER FINANCES, AND OCCUPATIONAL INFORMATION. DIRECTIONS FOR THE STUDENT ARE PROVIDED FOR THESE "REAL LIFE" GROUP AND INDIVIDUAL ACTIVITIES. THE WORKSHEETS GIVE SPECIFIC BACKGROUND INFORMATION AND A WIDE RANGE OF APPLICATION MATERIALS AND SAMPLE FORMS. (AG)

VT 015 115
BASIC EMPLOYMENT INFORMATION. A HANDBOOK FOR STUDENTS IN OCCUPATIONAL PREPARATION CLASSES. SENIOR HIGH SCHOOL EDITION.

LOS ANGELES CITY SCHOOLS, CALIF. DIV. OF INSTRUCTIONAL PLANNING AND SERVICES.
MF AVAILABLE IN VT-ERIC SET.
PUB-SC-629;CVTE-N-134
PUB DATE - 69 118P.PAES COLLECTION; 1969 REVISION

DESCRIPTORS - *OCCUPATIONAL GUIDANCE; *CAREER EDUCATION; EMPLOYMENT OPPORTUNITIES; GRADE 10; GRADE 11; GRADE 12; *INSTRUCTIONAL MATERIALS; LABOR UNIONS; RESOURCE MATERIALS; LABOR LAWS; POST SECONDARY EDUCATION; EMPLOYEE ATTITUDES; EMPLOYMENT INTERVIEWS; *EMPLOYMENT SERVICES; JOB APPLICATION; VOCATIONAL EDUCATION; FEDFRAL PROGRAMS; *CONSUMER ECONOMICS; OCCUPATIONAL INFORMATION; BUDGETS; FAMILY LIFE EDUCATION; FRINGE BENEFITS; VISUAL AIDS
IDENTIFIERS - BEGINNING COMPETENCE; EMPLOYMENT SKILLS

ABSTRACT - REVIEWED BY AN ADVISORY COMMITTEE OF SECONDARY SCHOOL TEACHERS AND SUPERVISORS AND SUPERVISORS OF THE INSTRUCTIONAL PLANNING AND SERVICES DIVISION, THIS SET OF SPIRAL BOUND STUDENT STUDY SHEETS FOR USE IN SENIOR HIGH OCCUPATIONAL EDUCATION CLASSES INCLUDES SUGGESTIONS FOR TEACHER AND STUDENT USE OF THE HANDBOOK, INTRODUCTORY ADVICE TO THE STUDENT ABOUT OCCUPATIONAL TRAINING, AND EIGHT UNITS OF STUDY. INFORMATION ABOUT FEDERAL AND STATE EMPLOYMENT LAWS AND PROGRAMS DIRECTLY AFFECTING EMPLOYEES, OTHER RELATED ASPECTS OF THE ECONOMY, AND A FINAL 24-PAGE REFERENCE LIST OF POST-SECONDARY VOCATIONAL COURSES OFFERED IN LOS ANGELES CITY SCHOOLS MAKE UP THE HANDBOOK. AIMED AT MAKING THE SCHOOL-TO-WORK TRANSITION EASIER, THIS STUDENT MANUAL INCLUDES SPECIFIC INFORMATION ON LABOR UNIONS AND MANAGEMENT, FAMILY BUDGETS AND CREDIT BUYING, AND SELF-ANALYSIS AS AN ASSET IN SUCCESSFUL VOCATIONAL PLANNING. A DETAILED SET OF INSTRUCTIONS ABOUT OBTAINING AND KEEPING A JOB ARE A PART OF THE FIRST STUDY UNIT. VARIOUS CHARTS, TABLES, AND SAMPLES OF EMPLOYMENT-RELATED MATERIAL ILLUSTRATE THE STUDY GUIDE. (AG)

VT 015 117
SOCIOLOGY--AN OUTLINE OF CONTENT

FOR AN ELECTIVE COURSE IN GRADES 11-12. AN INSTRUCTIONAL BULLETIN.

LOS ANGELES CITY SCHOOLS, CALIF.
DIV. OF INSTRUCTIONAL PLANNING AND SERVICES.
MF AVAILABLE IN VT-ERIC SET.
PUB-SC-708
PUB DATE - 71 15P.PAES COLLECTION

DESCRIPTORS - *SOCIOLOGY; GRADE 11; GRADE 12; *INSTRUCTIONAL MATERIALS; *CURRICULUM GUIDES; ELECTIVE SUBJECTS; *SOCIAL PROBLEMS; COURSE CONTENT; HEALTH; WELFARE
IDENTIFIERS - ATTITUDES APPRECIATIONS

ABSTRACT - THIS OUTLINE IS DESIGNED TO AID TEACHERS IN ESTABLISHING AN ELECTIVE SOCIOLOGY COURSE FOR GRADES 11 AND 12. SOCIOLOGY IS OFFERED TO HELP STUDENTS DEVELOP A GREATER UNDERSTANDING OF THEIR SOCIAL ENVIRONMENT AND BECOME MORE AWARE OF THE FORCES AT WORK WITHIN OUR DEMOCRATIC SOCIETY. IT IS RECOMMENDED THAT SOCIOLOGY BE A 20-WEEK, OR ONE SEMESTER COURSE BASED ON THE CONTENT IN THIS OUTLINE. UNIT TITLES ARE: (1) SOCIOLOGY - A SOCIAL SCIENCE, (2) THE INDIVIDUAL IN SOCIETY, (3) CULTURE - THE PATTERNED WAYS OF MEN, (4) SOCIAL ORGANIZATION, (5) SOCIAL INTERACTION, AND (6) SOCIAL PROBLEMS. (GEB)

VT 015 118
DRUG ABUSE IN THE ELEMENTARY SCHOOL. AN INSTRUCTIONAL BULLETIN.

LOS ANGELES CITY SCHOOLS, CALIF.
DIV. OF INSTRUCTIONAL PLANNING AND SERVICES.
MF AVAILABLE IN VT-ERIC SET.
CVTE-N-140
PUB DATE - 70 62P.PAES COLLECTION

DESCRIPTORS - *DRUG ABUSE; *DRUG EDUCATION; *ELEMENTARY GRADES; *INSTRUCTIONAL MATERIALS; *RESOURCE MATERIALS; LEARNING ACTIVITIES; GENERALIZATION; TEACHING PROCEDURES; SUPPLEMENTARY READING MATERIALS; GLOSSARIES; FOOD
IDENTIFIERS - EDUCATIONAL AWARENESS; DECISIONS

ABSTRACT - THIS RESOURCE MATERIAL ON DRUG ABUSE FOR THE ELEMENTARY GRADES PROVIDES A TEACHING AID ON DRUG EDUCATION WHICH WILL ENCOURAGE STUDENTS TO CHOOSE DRUGS WISELY AND REFRAIN FROM DRUG ABUSE. CONCEPTS KEYED TO DRUG INFORMATION AND LEARNING ACTIVITIES FOR THE PRIMARY AND INTERMEDIATE GRADES ARE PRESENTED, DISTINGUISHING FOOD FROM NON-FOOD AND DESCRIBING THE DANGERS OF DRUG ABUSE. STUDENT AND TEACHER RESOURCE AND REFERENCE MATERIALS, INCLUDING A LIST OF DANGEROUS DRUGS AND NARCOTICS, A GLOSSARY OF SLANG USED IN CONNECTION WITH DRUGS, AND STUDENT READING MATERIALS, COMPLETE THE GUIDE. DEVELOPED BY A COMMITTEE ON DRUG EDUCATION, THE UNIT PROVIDES A RATIONALE AND EXTENSIVE INFORMATION ON DRUG EFFECTS. (AG)

VT 015 119
FAMILY AND PERSONAL ARTS B9-A9. AN INSTRUCTIONAL GUIDE AND SUPPLEMENT.

LOS ANGELES CITY SCHOOLS, CALIF.
DIV. OF INSTRUCTIONAL PLANNING AND SERVICES.
MF AVAILABLE IN VT-ERIC SET.
PUB-X-73;CVTE-N-141
PUB DATE - 67 97P.PAES COLLECTION

DESCRIPTORS - *TEACHING GUIDES; GRADE 9; AUDIOVISUAL AIDS; BIBLIOGRAPHIES; PROGRAM GUIDES; *EXPERIMENTAL CURRICULUM; *INSTRUCTIONAL MATERIALS; *CAREER EDUCATION; SELF CARE SKILLS; HOME ECONOMICS EDUCATION; PEER RELATIONSHIP; BEHAVIOR DEVELOPMENT; TEENAGERS; MATURATION; BEHAVIORAL OBJECTIVES; *FAMILY LIFE EDUCATION; SOCIALIZATION; THEMATIC APPROACH; GENERALIZATION; RESOURCE MATERIALS; REFERENCE MATERIALS; LEARNING ACTIVITIES
IDENTIFIERS - SELF AWARENESS; ATTITUDES APPRECIATIONS;

ABSTRACT - THIS EXPERIMENTAL INSTRUCTIONAL GUIDE FOR A 1-SEMESTER ELECTIVE COURSE IN A NINTH GRADE HOME ECONOMICS PROGRAM AIMS

TO DEVELOP BEHAVIORAL GUIDELINES AND ACCEPTANCE OF RESPONSIBILITIES BY PUPILS. KNOWLEDGE AND ACCEPTANCE OF PEER GROUP ROLES AND DUTIES IN SCHOOL AND FAMILY ARE MAJOR COURSE OBJECTIVES GAINED BY ACHIEVEMENT OF 13 SPECIFIC BEHAVIORAL GOALS. DEVELOPED BY A CURRICULUM COMMITTEE OF JUNIOR HIGH SCHOOL TEACHERS, PRINCIPALS, AND CURRICULUM CONSULTANTS, THE THREE TEACHING UNITS ON APPEARANCE, PERSONAL GROWTH, AND TEENAGE LIVING ARE SUBDIVIDED INTO SHORT OUTLINES OF STUDY TOPICS CONTAINING A STATEMENT OF THEME, BRIEF ENUMERATED THEMATIC DESCRIPTIONS, AND GENERALIZATIONS DERIVED FROM LISTED LEARNING ACTIVITIES AND THEIR EXPECTED RESULTS. EACH THEMATIC DESCRIPTION WITH ITS CORRESPONDING GENERALIZATION IS KEYED SPECIFICALLY TO RESOURCE MATERIALS. INSTRUCTIONS TO THE TEACHER INCLUDE AN EXPLANATION OF THE PROGRAM ORGANIZATION, DETAILED SUGGESTIONS CONCERNING POSSIBLE TEACHING APPROACHES, AND A REQUEST FOR THE TEACHER'S SUGGESTIONS FOR PROGRAM IMPROVEMENT. A SEPARATE EXTENSIVE SUPPLEMENT PROVIDES A SUGGESTED SEMESTER PLAN, EVALUATION TECHNIQUES, A 2-PAGE LIST OF AUDIOVISUAL MATERIALS, AND A 6-PAGE BIBLIOGRAPHY FOR PUPILS AND TEACHERS. (AG)

VT 015 121
CHILD DEVELOPMENT AND FAMILY HEALTH, ALL-A12. AN INSTRUCTIONAL GUIDE--EXPERIMENTAL AND SUPPLEMENT.

LOS ANGELES CITY SCHOOLS, CALIF. DIV. OF INSTRUCTIONAL PLANNING AND SERVICES.
MF AVAILABLE IN VT-ERIC SET.
PUB-X-82; CVTE-N-143
PUB DATE - 68 189P.PAES
COLLECTION

DESCRIPTORS - GRADE 11; GRADE 12; *FAMILY LIFE EDUCATION; HOME ECONOMICS SKILLS; *FAMILY HEALTH; *CHILD DEVELOPMENT; VISUAL AIDS; AUDIOVISUAL AIDS; FILMSTRIPS; FILMS; INSTRUCTIONAL AIDS; *INSTRUCTIONAL MATERIALS; CLASSROOM ACTIVITIES; BEHAVIORAL OBJECTIVES; CHECK LISTS; CARTOONS; RESOURCE MATERIALS; REFERENCE MATERIALS; *TEACHING GUIDES; EXPERIMENTAL CURRICULUM; TESTS; CAREER EDUCATION; PROGRAM GUIDES; EDUCATIONAL OBJECTIVES; PROGRAM CONTENT; LEARNING EXPERIENCE; DEVELOPMENTAL GUIDANCE
IDENTIFIERS - ATTITUDES APPRECIATIONS; *BEGINNING COMPETENCE

ABSTRACT - DEVELOPED BY A CITY CURRICULUM COMMITTEE OF VOCATIONAL TEACHERS AND SUPERVISORS IN SECONDARY EDUCATION, THIS REVISED EXPERIMENTAL FAMILY LIFE TEACHING GUIDE AIMS TO DEVELOP SELF-UNDERSTANDING IN ADDITION TO AWARENESS OF CHILDREN'S NEEDS AND MOTIVATIONS. THIS SET OF RESOURCE MATERIALS AND TEACHING GUIDELINES FOR PART OF A 1-SEMESTER ELECTIVE HOME ECONOMICS COURSE IN GRADE 11 OR GRADE 12 INCLUDES AN INTRODUCTORY LIST OF STUDENT COURSE OBJECTIVES, INSTRUCTIONS FOR THE TEACHER, AND THREE TEACHING UNITS EACH OF WHICH INCLUDES SUGGESTED TOPICS FOR STUDY, STUDENT ACTIVITIES, AND UNIT OBJECTIVES AND THEIR EVALUATION. PART 1, STRESSES PARENTAL ADJUSTMENT AND THE NEEDS OF THE INFANT, PART 2 EMPHASIZES THE VALUE OF HOME NURSING SKILLS AND FAMILY COOPERATION IN TIMES OF ILLNESS AND PART 3 DISCUSSES THE IMPORTANCE OF THE FAMILY ENVIRONMENT AS AN INFLUENCE UPON A CHILD'S MATURATION. A 105-PAGE SUPPLEMENTARY INSTRUCTIONAL BULLETIN PROVIDES THREE ALTERNATE SEMESTER PLANS, SUGGESTIONS ON COURSE STRUCTURING, STUDENT GUIDANCE MATERIALS, AND AN EXTENSIVE LIST OF RESOURCE MATERIALS INCLUDING A VARIETY OF VISUAL AIDS AND WORK MATERIALS. (AG)

VT 015 134
WOOD, SANDY
INSURANCE.

MESA PUBLIC SCHOOLS, ARIZ. CENTER FOR CAREER DEVELOPMENT.
MF AVAILABLE IN VT-ERIC SET.
CVTE-[illegible]-89

PUB DATE - ND 53P.PAES COLLECTION

DESCRIPTORS - *EDUCATIONAL OBJECTIVES; *LESSON PLANS; *SECONDARY GRADES; *CURRICULUM GUIDES; *INSURANCE PROGRAMS; EDUCATIONAL FINANCE; HEALTH INSURANCE; VISUAL AIDS; EDUCATIONAL RADIO; ACHIEVEMENT TESTS; RESOURCE MATERIALS; ANSWER KEYS; STUDENT DEVELOPED MATERIALS; INSTRUCTIONAL MATERIALS; TEACHING PROCEDURES
IDENTIFIERS - ATTITUDES APPRECIATIONS; ECONOMIC AWARENESS

ABSTRACT - THIS CURRICULUM GUIDE FOR A JUNIOR HIGH SCHOOL COURSE ON INSURANCE, WRITTEN BY A JUNIOR HIGH TEACHER, INTENDS TO DEVELOP APPRECIATION OF THE VALUE OF LIFE AND HEALTH INSURANCE, AS WELL AS SOCIAL SECURITY BENEFITS AND OTHER TYPES OF INSURANCE. UNIT GOALS AND OBJECTIVES PRECEDE THE 23 DAILY LESSON OUTLINES, WHICH GIVE TEACHING PROCEDURES. SUPPLEMENTARY MATERIALS INCLUDE A SAMPLE INSURANCE CLAIM AND POLICY FOR A STUDENT-DEVELOPED INSURANCE COMPANY, IN ADDITION TO A TEST WITH AN ANSWER KEY AND A QUIZ. WORKSHEETS, TRANSPARENCIES, A CROSSWORD PUZZLE, AND A RADIO BROADCAST SCRIPT ENRICH THE UNIT. (AG)

VT 015 141
WOOD, SANDY
BANKING AND MONEY.

MESA PUBLIC SCHOOLS, ARIZ. CENTER FOR CAREER DEVELOPMENT.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 130P.PAES COLLECTION

DESCRIPTORS - *RESOURCE UNITS; GRADE 7; GRADE 8; GRADE 9; *SECONDARY GRADES; WORKSHEETS; GROUP TESTS; *BANKING; *FINANCIAL SERVICES; INSTRUCTIONAL MATERIALS; BEHAVIORAL OBJECTIVES; *CAREER EDUCATION; ECONOMIC EDUCATION; TEACHING PROCEDURES; EVALUATION TECHNIQUES; RESOURCE MATERIALS; MARKETING; TEACHING TECHNIQUES
IDENTIFIERS - ECONOMIC AWARENESS

ABSTRACT - THIS RESOURCE UNIT ON BANKING AND MONEY FOR A JUNIOR HIGH SCHOOL CLASS AIMS TO DEVELOP BOTH AN UNDERSTANDING OF BANKING SERVICES IN OUR ECONOMY AND THE ABILITY TO USE A CHECKING ACCOUNT AND OTHER PAYMENT METHODS WISELY. THREE DETAILED PAMPHLETS ARE REPRODUCED FOR USE AS RESOURCE MATERIALS--"FUNDAMENTAL FACTS ABOUT U.S. MONEY," "THE STORY OF CHECKS," AND "USING BANK SERVICES." DAY-BY-DAY INSTRUCTIONS FOR THE TEACHER AND THE STUDENT INCLUDE PROCEDURES FOR KEEPING A NOTEBOOK OF CLASS ACTIVITIES AND A SCHEDULE FOR READING THE THREE BOOKLETS, FILLING OUT THE ENCLOSED WORKSHEETS AND STUDY SHEETS, AND TAKING THE PRETEST, QUIZZES, AND THE 60-QUESTION FINAL EXAMINATION. "THE HOW & WHY OF BANKING" PROVIDES A FINAL SERIES OF 29 STUDENT WORKSHEETS FOR EVALUATING IN DETAIL THE EXTENT OF UNIT COMPREHENSION. TOPICS COVERED FOR DAY 1 THROUGH 12 INCLUDE THE HISTORY OF MONEY, "BEHIND-THE-SCENES" BANKING OPERATIONS INVOLVING THE FLOW OF MONEY AND BANKING SERVICES, AND INFORMATION ON BANKING FORMS AND STANDARD PROCEDURES SUCH AS SERVICE CHARGES AND BANK STATEMENTS. VISUAL AIDS SUCH AS CHARTS, TRANSPARENCIES, AND SAMPLE CHECKS FORM A MAJOR ELEMENT OF THIS TEACHING GUIDE. (AG)

VT 015 169
I'M IMPORTANT--TO OTHERS TOO.

MESA PUBLIC SCHOOLS, ARIZ. CENTER FOR CAREER DEVELOPMENT.
MF AVAILABLE IN VT-ERIC SET.
CVTE-T-209
PUB DATE - ND 21P.PAES COLLECTION

DESCRIPTORS - *CAREER EDUCATION; *TEACHING GUIDES; BOOKS; INSTRUCTIONAL AIDS; INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; GRADE 1; *BEHAVIORAL OBJECTIVES; *SELF CONCEPT; OBJECTIVES; *LEARNING ACTIVITIES; ROLE PLAYING; INDIVIDUAL CHARACTERISTICS
IDENTIFIERS - *SELF AWARENESS

ABSTRACT - PREPARED FOR USE IN THE MESA PUBLIC SCHOOLS, THIS GUIDE IS DESIGNED TO AID FIRST GRADE TEACHERS IN CONDUCTING ACTIVITIES INTENDED TO HELP STUDENTS TO RECOGNIZE THE IMPORTANCE OF "SELF" AS AN INDIVIDUAL AND AS A WORTHY MEMBER OF A GROUP. ACTIVITIES WORKSHEETS ARE INCLUDED FOR 10 PERFORMANCE OBJECTIVES, WITH EACH WORKSHEET ARRANGED IN OUTLINE FORM PROVIDING: (1) DIRECTIONS FOR LEARNERS AND TEACHERS, (2) TYPE OF ACTIVITY, (3) SIZE OF GROUP, (4) TIME REQUIRED FOR THE ACTIVITY, (5) ADDITIONAL SUGGESTIONS FOR USE WITH FAST OR SLOW LEARNERS, (6) RESOURCES, INCLUDING TYPE, AVAILABILITY, AND COST, (7) TYPES OF APPROPRIATE TEACHING MEDIA, AND (8) EVALUATION TECHNIQUES AND SUGGESTIONS. (AW)

VT 015 186
COMMUNITY HELPERS. A WORLD OF WORK UNIT, SECOND GRADE. ELEMENTARY CAREER GUIDANCE PROJECT.

PONTIAC CITY SCHOOL DISTRICT, MICH.
MF AVAILABLE IN VT-ERIC SET.
CVTE-A-10
PUB DATE - ND 21P.PAES
COLLECTION

DESCRIPTORS - *CAREER EDUCATION; GRADE 2; *ELEMENTARY GRADES; *CURRICULUM GUIDES; UNIT PLAN; *COMMUNITY RESOURCES; *HUMAN RESOURCES; BIBLIOGRAPHIES; BEHAVIORAL OBJECTIVES; GENERALIZATIONS; EVALUATION TECHNIQUES; DISCUSSION (TEACHING TECHNIQUE); FIELD TRIPS; SERVICES; RESOURCE MATERIALS; FAMILY ROLE; COMMUNITY SERVICES; COMMUNITY INVOLVEMENT
IDENTIFIERS - ATTITUDES APPRECIATIONS; CAREER AWARENESS; EDUCATIONAL AWARENESS

ABSTRACT - THIS GRADE 2 CURRICULUM GUIDE, WRITTEN TO ACCOMPANY "FAMILIES AND SOCIAL NEEDS" FOR GRADE 2, (LAIDLAW BROTHERS, PUBLISHERS, 1968) DEALS WITH WORKERS IN THE COMMUNITY IN RELATIONSHIP TO THE FAMILY. OPPORTUNITIES FOR VOCATIONAL INQUIRY ARE PROVIDED BY MEANS OF DISCUSSIONS AND FIELD TRIPS. THE 2-WEEK UNIT CONTAINS GENERALIZATIONS AND OBJECTIVES, DAY-BY-DAY DESCRIPTIONS OF TEACHING PROCEDURES, IDEAS FOR CONCLUDING ACTIVITIES, AND SUGGESTIONS FOR CLASS EVALUATION. A BIBLIOGRAPHY, CONCEPT DEVELOPMENTS FOR FOUR COMMUNITY JOBS, AND AN OVERVIEW FOR A 2-WEEK CAREER EDUCATION UNIT FOR GRADES 4, 5, AND 6 ENRICH THE GUIDE. THE VOCATIONAL UNIT FOR THE UPPER ELEMENTARY GRADES LISTS COMMUNITY RESOURCE PEOPLE AS ROLE MODELS. DEVELOPED AS AN ELEMENTARY CAREER GUIDANCE PROJECT, THE VOCATIONAL EDUCATION CURRICULUMS INCLUDE ADDITIONAL RESOURCE LISTS AND IDEAS FOR POSSIBLE PROJECTS. (AG)

VT 015 188
ADDENDUM 12--PROUD EMPLOYMENT AGENCY.

PONTIAC CITY SCHOOL DISTRICT, MICH.
MF AVAILABLE IN VT-ERIC SET.
CVTE-A-14
PUB DATE - ND 12P.PAES
COLLECTION

DESCRIPTORS - GRADE 5; GRADE 6; VISUAL AIDS; *INSTRUCTIONAL AIDS; *CAREER EDUCATION; *LEARNING ACTIVITIES; *STUDENT PROJECTS; HUMAN RELATIONS ORGANIZATIONS; YOUTH CLUBS; NEGRO HISTORY; ORTHOPEDICALLY HANDICAPPED; *PROJECT TRAINING METHODS
IDENTIFIERS - EDUCATIONAL AWARENESS

ABSTRACT - SPECIAL ACTIVITIES AND PROJECTS INVOLVING THE HUMAN RELATIONS COMMITTEE AT BETHUNE SCHOOL ARE DISCUSSED IN THE FIRST THREE PAGES OF THE ADDENDUM. ALSO, AN EMPLOYMENT AGENCY FOR 5TH AND 6TH GRADERS WAS SET UP IN EACH CLASSROOM, CONSISTING OF A TEAM OF INTERVIEWERS (THE PRINCIPAL, THE COUNSELOR, A TEACHER-REPRESENTATIVE FROM EACH SCHOOL ORGANIZATION) WHICH SELECTED PUPILS FOR SCHOOL POSITIONS THROUGHOUT THE YEAR. A SAMPLE APPLICATION FORM AND A SAMPLE RECOMMENDATION FORM FOR THE

PROUD EMPLOYMENT AGENCY FOLLOW THE 1-PAGE EXPLANATION OF AGENCY PROCEDURES. A DISCUSSION OF SOME OF THE ACTIVITIES RELATING TO THE ORTHOPEDIC DEPARTMENT, A MONTH-BY-MONTH DESCRIPTION OF GIRLS CLUB MEETINGS WHICH INVOLVED 5TH AND 6TH GRADE GIRLS AND THEIR ADVISERS, AND ACTIVITIES OF A MODEL CAR CLUB AND AIRPORT CLUB FOR BOYS COMPLETE THE ADDENDUM ON SPECIAL ACTIVITIES AND PROJECTS. (AG)

VT 015 198
ROBINSON, DOUGLAS D.; PAYNE, JANIE B.
PEOPLE WE SEE, KNOW, LIKE. CAREER DEVELOPMENT, KINDERGARTEN.

PONTIAC CITY SCHOOL DISTRICT, MICH.
MF AVAILABLE IN VT-ERIC SET.
CVTE-A-31
PUB DATE - 72 12P.PAES
COLLECTION

DESCRIPTORS - *TEACHING GUIDES; *CAREER EDUCATION; KINDERGARTEN; *SELF CONCEPT; LEARNING ACTIVITIES; BEHAVIORAL OBJECTIVES; *ROLE PERCEPTION; *OCCUPATIONAL INFORMATION; EMPLOYMENT; JOBS; INSTRUCTIONAL MATERIALS
IDENTIFIERS - SELF AWARENESS; ATTITUDES APPRECIATIONS; CAREER AWARENESS; EMPLOYMENT SKILLS

ABSTRACT - THIS KINDERGARTEN-LEVEL INSTRUCTIONAL UNIT IS DESIGNED TO AID TEACHERS IN ACQUAINTING CHILDREN WITH BASIC INFORMATION ON THE ROLES OF DIFFERENT PEOPLE, BOTH WITHIN AND OUTSIDE THE FAMILY; THE CHILDREN'S OWN ROLES WITHIN THE FAMILY AND SCHOOL; VARIOUS OCCUPATIONS IN THE SCHOOL AND COMMUNITY; A VARIETY OF JOBS IN THE HOME, SCHOOL AND COMMUNITY; AND THE CONCEPTS OF WORK AND SPECIFIC JOBS. CONTENTS INCLUDE TEACHING SUGGESTIONS, SUGGESTED LEARNING ACTIVITIES, BULLETIN BOARD TECHNIQUES, AND A LISTING OF BOOKS, FILM STRIPS, POSTERS, AND A LEARNING ACTIVITY KIT. A SET OF PICTURES DEPICTING VARIOUS OCCUPATIONS, TO BE IDENTIFIED BY PUPILS BY COLOR-CODING, IS PROVIDED FOR PUPIL EVALUATION AT THE END OF THE UNIT. (AW)

VT 015 199
MINI COURSE: JOB HUNTING TECHNIQUES, AND JOB INTERVIEW TECHNIQUES.

PONTIAC CITY SCHOOL DISTRICT, MICH.
MF AVAILABLE IN VT-ERIC SET.
CVTE-A-32
PUB DATE - 71 30P.PAES
COLLECTION

DESCRIPTORS - *EXPERIMENTAL PROGRAMS; CAREER EDUCATION; VOCATIONAL EDUCATION; CAREER PLANNING; HYGIENE; *JOB APPLICATION; *INSTRUCTIONAL MATERIALS; INSTRUCTIONAL AIDS; OCCUPATIONAL GUIDANCE; GUIDES; READING MATERIALS; STUDENT TESTING; ARITHMETIC; LANGUAGE ARTS; *SHORT COURSES
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - IN SPRING 1971 THREE SPECIAL NEEDS COORDINATORS DEVISED AND TESTED THIS SHORT SAMPLE "MINI-COURSE" ON JOB HUNTING AND JOB INTERVIEW TECHNIQUES IN A 7-DAY COURSE OF STUDY. SUGGESTIONS FOR CAREER PLANNING, MANY SPECIFIC LISTS OF IMPORTANT FACTORS IN OBTAINING EMPLOYMENT, AND SAMPLE APPLICATION MATERIALS WITH A CHECKLIST ARE INCLUDED IN THE INSTRUCTIONAL GUIDE ON JOB HUNTING. A 7-PAGE "MINI-QUIZ" ON BASIC ARITHMETIC AND LANGUAGE ARTS SKILLS IS PROVIDED IN A SHORT SECTION ON JOB INTERVIEW TECHNIQUES. (AG)

VT 015 206
SELF AWARENESS THROUGH BLACK STUDIES.

ATLANTA UNIV., GA.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
CVTE-B-7
PUB DATE - MAY70 16P.PAES
COLLECTION

DESCRIPTORS - CAREER EDUCATION; TEACHING GUIDES; INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; REFERENCE MATERIALS; AUDIOVISUAL

AIDS; VISUAL AIDS; BOOKS; FILMS; FILMSTRIPS; PRIMARY GRADES; ELEMENTARY GRADES; SOCIAL SCIENCES; HUMANITIES; *AFRICAN AMERICAN STUDIES; *CULTURAL AWARENESS; *SELF CONCEPT; IDENTIFICATION (PSYCHOLOGICAL); *LANGUAGE ARTS; *NEGRO ROLE
IDENTIFIERS - *SELF AWARENESS; ATTITUDES APPRECIATIONS; EDUCATION PROFESSIONS DEVELOPMENT ACT; EPDA

ABSTRACT - PART OF AN EDUCATION PROFESSIONS DEVELOPMENT ACT (EPDA) PROJECT FOR TEACHER USE IN PRIMARY AND ELEMENTARY GRADES, THIS INSTRUCTIONAL UNIT PRESENTS A BRIEF OVERVIEW OF BLACK AMERICAN HISTORY, DESIGNED TO IMPROVE THE BLACK CHILD'S SELF-IMAGE. GENERAL OBJECTIVES OF THE UNIT INCLUDE PREPARATION OF PUPILS TO IDENTIFY BLACK LEADERS IN VARIOUS AREAS, TO KNOW SOME OF THE CONTRIBUTIONS MADE BY BLACK PEOPLE, TO IDENTIFY WITH SOME OF THE PERSONALITIES STUDIED, AND TO TAKE PART IN SEMINARS WITH LOCAL BLACK PERSONALITIES CONTRIBUTING SINGIFICANTLY TO AMERICAN LIFE. THE BLACK STUDIES PROGRAM IS INTEGRATED WITH SUCH ASPECTS OF LANGUAGE ARTS AS DEVELOPING WORK SKILLS, GRAMMAR, ORAL PRESENTATION, ROLE PLAYING, AND UTILIZATION OF REFERENCE MATERIALS. INITIATORY ACTIVITIES FOR THE UNIT AND BRIEF OUTLINES OF THE VARIOUS LANGUAGE ARTS ACTIVITIES, PROVIDE CONTENT, BEHAVIORAL OBJECTIVES, SKILLS TO BE DEVELOPED, PROCEDURES, AND EVALUATION SUGGESTIONS. SUGGESTIONS FOR OVERALL UNIT EVALUATION AND A BIBLIOGRAPHY OF BOOKS, PERIODICALS, FILMS, FILMSTRIPS, AND RECORDS ARE INCLUDED. (AW)

VT 015 209 ED 063 462
OCCUPATIONAL INFORMATION VIA TV. OCCUPATIONAL INFORMATION MATERIALS PROJECT.

ATLANTA PUBLIC SCHOOLS, GA.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
EDRS PRICE MF-$0.65 HC-$6.58.
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PUB DATE - 70 148P.PAES
COLLECTION

DESCRIPTORS - *CAREER EDUCATION; *HEALTH OCCUPATIONS; STUDY GUIDES; BIBLIOGRAPHIES; INSTRUCTIONAL FILMS; *VIDEO TAPE RECORDINGS; RESOURCE MATERIALS; AUDIOVISUAL AIDS; ELEMENTARY GRADES; SECONDARY GRADES; HUMAN SERVICES; HEALTH; WELFARE; LEARNING ACTIVITIES
IDENTIFIERS - DECISIONS; EDUCATIONAL AWARENESS; SELF AWARENESS; ATTITUDES APPRECIATIONS; ELEMENTARY SECONDARY EDUCATION ACT TITLE III; ESEA TITLE III

ABSTRACT - DEVELOPED BY TELEVISION STAFF AND PERSONNEL FROM A DEMONSTRATION PROJECT FUNDED BY TITLE III OF THE ELEMENTARY AND SECONDARY EDUCATION ACT, THIS TEACHING GUIDE CONTAINS FOUR TELEVISION PROGRAMS DESIGNED TO PROVIDE CHILDREN FROM VARIOUS SOCIOECONOMIC BACKGROUNDS IN GRADE 3-8 WITH INFORMATION CONCERNING HOSPITAL, PUBLIC HEALTH, AND DENTAL OCCUPATIONS. IN ADDITION TO PROVIDING INFORMATION, THE MATERIALS ARE DESIGNED TO DEMONSTRATE THE ROLE OF WORK, DEVELOP POSITIVE WORK ATTITUDES, AND FACILITATE REALISTIC EDUCATIONAL CHOICES. INFORMATION PROVIDED FOR THE FOUR TELEVISIONS PROGRAMS, WHICH ARE REVISIONS OF TELE-LESSONS FIRST PRESENTED DURING THE 1968-1969 SCHOOL YEAR, INCLUDE: (1) STUDY GUIDES CONTAINING THE PURPOSE OF THE PROGRAMS, HIGHLIGHTED CONCEPTS, VOCABULARY TERMS, SUPPLEMENTARY BOOKS AND FILMS, AND ACTIVITIES FOR BEFORE, DURING, AND AFTER THE TELECAST, (2) THE TELEVISION SCRIPTS, (3) POSTERS DEPICITING THE HEALTH PERSONNEL IN THEIR WORK SETTING, AND (4) DUTIES, PERSONAL QUALIFICATIONS, AND TRAINING REQUIREMENTS FOR EACH OCCUPATION. TO AID OTHER SCHOOLS IN THE PRODUCTION OF SIMILAR PROGRAMS, THE GUIDE CONTAINS A MODEL AND REPORT DESCRIBING THE PROCEDURES FOLLOWED IN DEVELOPING THE MATERIALS. (SB)

VT 015 211 ED 062 545
A SECONDARY PRE-VOCATIONAL

CURRICULUM GUIDE FOR TEACHERS OF THE EDUCABLE MENTALLY RETARDED.

ATLANTA PUBLIC SCHOOLS, GA.
EDRS PRICE MF-$0.65 HC-$6.58.
CVTE-8-30-33
PUB DATE - 70 172P.PAES COLLECTION

DESCRIPTORS - *CAREER EDUCATION; *PREVOCATIONAL EDUCATION; *CURRICULUM GUIDES; *SPECIAL EDUCATION; TEACHING GUIDES; RESOURCE GUIDES; BIBLIOGRAPHIES; INSTRUCTIONAL AIDS; SECONDARY GRADES; STUDENT EVALUATION; EVALUATION TECHNIQUES; MODELS; BEHAVIORAL OBJECTIVES; *EDUCABLE MENTALLY HANDICAPPED; LEARNING ACTIVITIES; EDUCATIONAL RESOURCES; INTEGRATED CURRICULUM
IDENTIFIERS - CAREER AWARENESS; ECONOMIC AWARENESS; BEGINNING COMPETENCE; EMPLOYMENT SKILLS

ABSTRACT - PREPARED BY A COMMITTEE OF EIGHT SECONDARY SPECIAL EDUCATION TEACHERS, THIS CURRICULUM GUIDE IS DESIGNED FOR SECONDARY TEACHERS WHO HAVE SPECIALIZED TRAINING IN THE AREA OF MENTAL RETARDATION. IT PROVIDES SUGGESTED TECHNIQUES AND RESOURCES FOR PLANNING AND IMPLEMENTING PROGRAMS FOR A 4-QUARTER SCHOOL YEAR THAT WILL HELP THE MENTALLY RETARDED SECONDARY STUDENT ACQUIRE THE KNOWLEDGE, SKILLS AND ATTITUDES NECESSARY TO BECOME A WELL-ADJUSTED, CONTRIBUTING MEMBER OF HIS COMMUNITY. THE GUIDE CONTAINS A COMPLETE LISTING OF COURSES (ENGLISH, MATHEMATICS, SOCIAL STUDIES, AND PREVOCATIONAL AND VOCATIONAL INFORMATION) FOR GRADES 8-12, AND THE CONTENT TO BE COVERED IN EACH COURSE IS OUTLINED ALONG WITH SPECIFIC BEHAVIORAL OBJECTIVES AND A LIMITED NUMBER OF INSTRUCTIONAL PROCEDURES. ALSO INCLUDED ARE SECTIONS ON INSTRUCTIONAL RESOURCES, TEACHING AIDS, AND EVALUATIVE TECHNIQUES. TO AID THE TEACHER IN LESSON PLANNING AND EVALUATING STUDENT PROGRESS, AN INSTRUCTIONAL MODEL COMPOSED OF A BEHAVIOR, CONTENT, AND EVALUATION DOMAIN IS DISCUSSED, DIAGRAMED, AND OPERATIONALIZED. THIS MODEL EMPHASIZES ASSESSING COMPETENCIES PRIOR TO INSTRUCTION AND ANALYZING THE INSTRUCTIONAL TASK IN LIGHT OF THESE COMPETENCIES. TEACHERS ARE ALSO ENCOURAGED TO USE THE GUIDE, "HELPING CHILDREN REACH THEIR POTENTIAL." (SB)

VT 015 237
KEMP, LOUIE E., COMP.
TALKING SHOP TO WISE CONSUMERS.

MISSISSIPPI RESEARCH COORDINATING UNIT FOR VOCATIONAL-TECHNICAL EDUCATION, STATE COLLEGE.;MISSISSIPPI STATE DEPT. OF EDUCATION, JACKSON. DIV. OF VOCATIONAL AND TECHNICAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
HOM-ECON-PUB-6000
MISSISSIPPI STATE UNIVERSITY, CURRICULUM COORDINATING UNIT, P.O. DRAWER DX, STATE COLLEGE, MISSISSIPPI 39762 ($2.00)
PUB DATE - 71 122P.

DESCRIPTORS - RESOURCE GUIDES; BEHAVIORAL OBJECTIVES; *CAREER EDUCATION; *CONSUMER EDUCATION; *INSTRUCTIONAL MATERIALS; INSTRUCTIONAL AIDS; *TEACHING GUIDES; RESOURCE MATERIALS; SELF CONCEPT; SELF ACTUALIZATION; COURSE ORGANIZATION; FAMILY LIFE EDUCATION; *RESOURCE UNITS; EVALUATION METHODS; SELF EVALUATION; GLOSSARIES; MONEY MANAGEMENT; GRADE 11; GRADE 12
IDENTIFIERS - ECONOMIC AWARENESS

ABSTRACT - THIS RESOURCE UNIT ON CONSUMER EDUCATION, DEVELOPED AND AUTHENTICATED BY A COMMITTEE OF EDUCATORS AND BUSINESSMEN AND FIELD TESTED FOR TWO YEARS IN TWO MISSISSIPPI HIGH SCHOOLS, IS DESIGNED FOR A 1-YEAR COURSE IN A HOME ECONOMICS CLASS AT THE 11TH OR 12TH GRADE LEVEL. PROVIDING A BROAD INSTRUCTIONAL BASIS FOR STUDENT-TEACHER-COMMUNITY INTERACTION DERIVED FROM SELF-KNOWLEDGE AND APPLIED TO EVALUATIONS OF THE MARKET PLACE, THIS TEACHING GUIDE FOCUSES UPON ASPECTS OF AVAILABLE CONSUMER RESOURCES. FLEXIBILITY OF APPROACH AND BROADNESS OF SCOPE ARE

STRESSED FOR MEANINGFUL, REALISTIC PREPARATION OF STUDENTS FOR A FUTURE PLACE IN THE COMMUNITY. THE OUTLINE OF INSTRUCTIONAL CONTENT IS PRESENTED IN A 3-COLUMN FORMAT TYING SPECIFIC CONCEPTS AND BEHAVIORAL OBJECTIVES TO LEARNING EXPERIENCES AND EVALUATIONS AND EXPRESSING THE RATIONALE IN THE FORM OF GENERALIZATIONS. AN EXTENSIVE APPENDIX, KEYED TO THE GUIDE, LISTS MANY RESOURCE MATERIALS INCLUDING A WIDE VARIETY OF AUDIOVISUAL AIDS. GENERAL COURSE OBJECTIVES, SUGGESTED TEACHING METHODS AND MEDIA, A GLOSSARY, AND A FINAL REFERENCE LIST COMPLETE THE UNIT. (AG)

VT 015 238
KEMP, LOUIE E.
TALKING SHOP TO TEENAGE CONSUMERS. YOU ARE A CONSUMER.

MISSISSIPPI RESEARCH COORDINATING UNIT FOR VOCATIONAL-TECHNICAL EDUCATION, STATE COLLEGE.;MISSISSIPPI STATE DEPT. OF EDUCATION, JACKSON. DIV. OF VOCATIONAL AND TECHNICAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
MISSISSIPPI STATE UNIVERSITY, CURRICULUM COORDINATING UNIT, P.O. DRAWER DX, STATE COLLEGE, MISSISSIPPI 39762 ($1.00)
PUB DATE - 71 18P.

DESCRIPTORS - GRADE 11; GRADE 12; THREE DIMENSIONAL AIDS; *CONSUMER EDUCATION; *INSTRUCTIONAL MATERIALS; INSTRUCTIONAL AIDS; *STUDY GUIDES; VISUAL AIDS; *CAREER EDUCATION; UNITS OF STUDY (SUBJECT FIELDS); ACTIVITY UNITS; BEHAVIORAL OBJECTIVES; ACTIVITY LEARNING; *CONSUMER ECONOMICS; COCURRICULAR ACTIVITIES; QUESTION ANSWER INTERVIEWS; QUESTIONNAIRES; OBJECTIVE TESTS; STUDENT TESTING
IDENTIFIERS - SELF AWARENESS; *ECONOMIC AWARENESS

ABSTRACT - DEVELOPED BY THE CURRICULUM COORDINATING UNIT OF MISSISSIPPI STATE UNIVERSITY, THIS 18-PAGE LOOSE LEAF SET OF STUDENT WORKSHEETS FOR A 2-SEMESTER VOCATIONAL HOME ECONOMICS COURSE FOR GRADE 11 OR GRADE 12, AIMED AT TEENAGE CONSUMER EDUCATION, STATES ITS LEARNING OBJECTIVES IN THE INTRODUCTION AS AN UNDERSTANDING OF PRIVATE ENTERPRISE AND THE ROLE OF THE CONSUMER IN THE ECONOMY. FOUR INTRODUCTORY EXERCISES, FOUR LESSONS, A PRETEST WITH A TEACHER KEY, A SELF TEST WITH A STUDENT KEY, AND A LIST OF FOUR SUGGESTED COCURRICULAR ACTIVITIES COMPLETE THE STUDY UNIT. THE PRETEST CONTAINS 15 TRUE-FALSE QUESTIONS, FIVE COMPLETION QUESTIONS, AND 10 TERMS TO DEFINE. EACH LESSON STATES THE CENTRAL FOCUS, THE LESSON OBJECTIVES, INSTRUCTIONS, AND RELATED LEARNING ACTIVITIES. THE SECOND LESSON INCLUDES AN 18-QUESTION FORM FOR INTERVIEWING A BUSINESS MANAGER, WHICH IS THE LEARNING ACTIVITY USED IN THE LESSON. LINE DIAGRAMS USED AS PATTERNS FOR A 3-DIMENSIONAL MODEL OF A BUSINESS ILLUSTRATE ONE OF LESSON 3'S TWO LEARNING ACTIVITIES. (AG)

VT 015 267
TEACHING TAXES PROGRAM. TEACHER'S GUIDE.

DEPARTMENT OF THE TREASURY, WASHINGTON, D.C. INTERNAL REVENUE SERVICE.
MF AVAILABLE IN VT-ERIC SET.
IRS-PUB-19
PUB DATE - 72 36P.

DESCRIPTORS - *TEACHING GUIDES; TRANSPARENCIES; *VISUAL AIDS; *TAXES; EDUCATIONAL OBJECTIVES; *INSTRUCTIONAL AIDS; PUZZLES; GOVERNMENT ROLE; *FEDERAL GOVERNMENT; LESSON PLANS; ANSWER KEYS
IDENTIFIERS - *FEDERAL AGENCIES; ECONOMIC AWARENESS; BEGINNING COMPETENCE

ABSTRACT - THIS 1972 EDITION OF A TEACHING GUIDE FOR A PROGRAM ON TEACHING TAXES, WRITTEN BY THE INTERNAL REVENUE SERVICE, FORMS PART OF A UNIT CONTAINING ALL INSTRUCTIONAL MATERIALS FOR THE COURSE. FREE TAX GUIDES WILL BE SENT TO THE SCHOOLS ORDERING THE

CORRESPONDING TEXT "UNDERSTANDING TAXES." TEACHER FEEDBACK IS ENCOURAGED AND SUGGESTIONS TO THE TEACHER ARE GIVEN. THE PROGRAM OBJECTIVES INCLUDE PREPARATION OF ACCURATE TAX RETURNS, AN UNDERSTANDING OF THE INTERNAL REVENUE SERVICE, AND A RECOGNITION OF THE IMPORTANCE AND ROLE OF TAXES IN OUR SOCIETY. LESSON OBJECTIVES FOR THE FIRST FOUR CHAPTERS ARE GIVEN, AS WELL AS TWO SAMPLE LESSON PLANS. FORM 1040 AND SCHEDULES A AND B ARE PRINTED FOR USE AS TRANSPARENCIES. A CROSSWORK PUZZLE ON TAX TERMS WITH A SOLUTION IS INCLUDED, WHICH CAN BE USED AS A QUIZ. SOLUTIONS TO PROBLEMS IN THE STUDENT TEXTS, WHICH INCLUDE A GENERAL AND A FARM EDITION, ARE LISTED. A LIST OF THE 50 MOST COMMON QUESTIONS ABOUT FILING INCOME TAX RETURNS COMPLETES THE GUIDE. (AG)

VT 015 269
CONSUMER EDUCATION UNITS FOR CONSUMER AND HOMEMAKING PROGRAMS. FINAL REPORT.

PHILADELPHIA SCHOOL DISTRICT, PA. DIV. OF VOCATIONAL EDUCATION.
PENNSYLVANIA STATE DEPT. OF EDUCATION, HARRISBURG. BUREAU OF VOCATIONAL, TECHNICAL, AND CONTINUING EDUCATION
MF AVAILABLE IN VT-ERIC SET.
SCHOOL DIST. OF PHILADELPHIA, PUBLICATIONS OFFICE, 219 N. BROAD ST. 8TH FLOOR, PHILA. PENNSYLVANIA 19107 ($2.00)
PUB DATE - 71 74P.

DESCRIPTORS - *CONSUMER EDUCATION; HOMEMAKING EDUCATION; *TEACHING GUIDES; BIBLIOGRAPHIES; AUDIOVISUAL AIDS; SECONDARY GRADES; BEHAVIORAL OBJECTIVES; EDUCATIONAL RESOURCES; LEARNING ACTIVITIES; STUDENT PARTICIPATION; ACHIEVEMENT TESTS; *CAREER EDUCATION

ABSTRACT - DEVELOPED BY HOME ECONOMICS TEACHERS WITH THE AID OF CONSULTANTS FROM INDUSTRIAL ARTS AND BUSINESS EDUCATION, THIS TEACHING RESOURCE IS DESIGNED TO PROVIDE THE CLASSROOM TEACHER WITH INFORMATION NEEDED FOR EFFECTIVE CONSUMER EDUCATION. THE 10 UNITS CAN BE INCORPORATED INTO A NUMBER OF ORGANIZATIONAL PATTERNS WITHIN THE SCHOOL, SUCH AS PART OF ALL AREAS OF HOME ECONOMICS, A SEPARATE COURSE TAUGHT BY ONE TEACHER, OR A COURSE TAUGHT BY A TEAM OF TEACHERS FROM DIFFERENT DISCIPLINES. THE UNITS, WHICH COVER SUCH TOPICS AS DECISION MAKING, MONEY MANAGEMENT, HEALTH INSURANCE, LEISURE TIME, AND CONSUMER LEGISLATION, CONTAIN THESE COMPONENTS: (1) A GENERALIZATION, (2) BEHAVIORAL OBJECTIVES WHICH ARE KEYED TO ACTIVITIES, (3) A BIBLIOGRAPHY OF BOOKS READILY AVAILABLE TO THE TEACHER, (4) CONCEPTS WITH RELATED CONTENT, AND (5) LEARNING ACTIVITIES WHICH ARE KEYED TO THE CONCEPTS AND BIBLIOGRAPHY. THE LEARNING ACTIVITIES INCLUDE DISCUSSIONS, FIELD TRIPS, UTILIZATION OF TRANSPARENCIES AND OTHER AUDIOVISUAL AIDS, AND OTHER ACTIVITIES REQUIRING STUDENT INVOLVEMENT. A PRE-AND-POST-TEST EVALUATION INSTRUMENT IS INCLUDED. (SB)

VT 015 289
SMITH, MARSHA, AND OTHERS
YOU AND YOUR WORLD OF WORK. GENERAL PSYCHOLOGY APPLIED TO OCCUPATIONAL ADJUSTMENT. SECONDARY UNIT FOR GRADES 10 AND 11. COBB COUNTY OCCUPATIONAL AND CAREER DEVELOPMENT PROGRAM.

COBB COUNTY BOARD OF EDUCATION, MARIETTA, GA.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 28P.PAES COLLECTION

DESCRIPTORS - *CAREER EDUCATION; GRADE 12; GRADE 11; *TEACHING GUIDES; BEHAVIORAL OBJECTIVES; LEARNING ACTIVITIES; FIELD TRIPS; OCCUPATIONAL INFORMATION; OCCUPATIONAL GUIDANCE; VOCATIONAL COUNSELING; *CAREER CHOICE; CAREER PLANNING; VOCATIONAL ADJUSTMENT; *VOCATIONAL INTERESTS; INDIVIDUAL CHARACTERISTICS; *PSYCHOLOGICAL CHARACTERISTICS; DECISION MAKING SKILLS

IDENTIFIERS - DECISIONS; *SELF AWARENESS; ATTITUDES APPRECIATIONS; CAREER AWARENESS

ABSTRACT - DESIGNED TO HELP 11TH AND 12TH GRADE TEACHERS APPLY GENERAL PSYCHOLOGY PRINCIPLES TO PROBLEMS OF VOCATIONAL ADJUSTMENT, THIS INSTRUCTIONAL UNIT CONSISTS OF ACTIVITIES PROVIDING OPPORTUNITIES FOR STUDENTS TO EXPERIENCE THE RELATIONSHIPS BETWEEN SELF AWARENESS AND DECISION-MAKING ABILITIES AND PERSONAL CAREER CHOICE AND SUCCESS. FOLLOWING STATEMENTS OF OBJECTIVES AND CONCEPTS, THE UNIT PROGRESSES FROM INITIAL STUDY AND MOTIVATION ACTIVITIES THROUGH OCCUPATIONAL CORRELATING, RESEARCH, AND CULMINATING ACTIVITIES, INCLUDING OCCUPATIONAL INFORMATION, SUGGESTED RESOURCE MATERIALS AND PERSONS, EVALUATION SUGGESTIONS, AND A BIBLIOGRAPHY. SURVEY FORMS, VOCABULARY BUILDING EXERCISES, A PERSONALITY INVENTORY, AND A SAMPLE OCCUPATIONAL RESEARCH FORMAT ARE APPENDED. (AW)

VT 015 296
CONSUMER EDUCATION, GRADE 7. CONCEPTUAL OUTLINE.

JEFFERSON COUNTY SCHOOL DISTRICT R-1, LAKEWOOD, COLO.
MF AVAILABLE IN VT-ERIC SET.
CVTE-I-110
PUB DATE - ND 22P.PAES COLLECTION

DESCRIPTORS - *CONSUMER EDUCATION; GRADE 7; FUNDAMENTAL CONCEPTS; BEHAVIORAL OBJECTIVES; *CURRICULUM GUIDES; INTEGRATED CURRICULUM; INSTRUCTIONAL MATERIALS; *HOME ECONOMICS EDUCATION; LEARNING ACTIVITIES; FIELD TRIPS EVALUATION TECHNIQUES; TEACHING TECHNIQUES; AUDIOVISUAL AIDS; FINANCIAL SERVICES; BANKING; *MONEY MANAGEMENT; RECORDKEEPING; BUDGETING
IDENTIFIERS - ECONOMIC AWARENESS

ABSTRACT - THIS CURRICULUM GUIDE FOR A GRADE 7 CONSUMER EDUCATION CLASS IN A HOME ECONOMICS COURSE INCLUDES AN OVERVIEW FOR THE PROGRAM, A CHART OF ITS SCOPE AND SEQUENCE IN THE SECONDARY GRADES, AND A BRIEF CONCEPTUAL OUTLINE. IN ADDITION, THE GUIDE PROVIDES AN 8-PAGE CHART IN A 2-COLUMN FORMAT WHICH BRIEFLY STATES BEHAVIORAL OBJECTIVES, GENERALIZATIONS, AND COURSE CONTENT, RELATING THEM TO LEARNING AND EVALUATION ACTIVITIES. THE FIVE THEMES DISCUSSED FOR THIS GRADE 7 FINANCIAL MANAGEMENT UNIT COVER FAMILY FINANCE, PERSONAL INCOME, THE NECESSITY FOR PLANNED SPENDING AND SAVING, AND AWARENESS OF COMMUNITY FINANCIAL SERVICES. THE TEACHING SUGGESTIONS INCLUDE USE OF BULLETIN BOARDS, DISCUSSIONS, LISTS, AND STUDENT RECORDKEEPING. A SHORT LIST OF SUGGESTED RESOURCES COMPLETES THE CURRICULUM GUIDE. (AG)

VT 015 321
INDUSTRIAL BANKING.

JEFFERSON COUNTY SCHOOL DISTRICT R-1, LAKEWOOD, COLO.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 238P.PAES COLLECTION

DESCRIPTORS - RESOURCE MATERIALS; *TEACHING GUIDES; INSTRUCTIONAL MATERIALS; TESTS; COURSE OBJECTIVES; *BANKING; ECONOMICS; *FINANCIAL SERVICES; *BANKING VOCABULARY; *CREDIT (FINANCE); SECONDARY GRADES; LEARNING ACTIVITIES
IDENTIFIERS - ECONOMIC AWARENESS

ABSTRACT - THIS INSTRUCTIONAL GUIDE IS DESIGNED TO AID TEACHERS IN CONDUCTING COURSES ON BANKING AND FINANCE IN THE SECONDARY GRADES. THE GUIDE PROVIDES OBJECTIVES, PRE- AND POST-TESTS WITH ANSWERS, RESOURCE PERSONS, LEARNING ACTIVITIES, PROBLEMS AND ANSWERS, AND ADDITIONAL RESOURCES FOR UNITS ON INDUSTRIAL BANKING, FINANCE COMPANIES, COMMERCIAL BANKING, SAVINGS AND LOAN ASSOCIATIONS (INCLUDING HOME CLOSINGS), AND CREDIT UNIONS. NUMEROUSE SAMPLE FORMS, APPLICATIONS, CHARTS, AND EXCERPTS FROM FINANCIAL NEWS

PUBLICATIONS ILLUSTRATE THE GUIDE. (AW)

VT 015 322
CHARGE CARDS, CREDIT COUNSELING, AND DATA PROCESSING.

JEFFERSON COUNTY SCHOOL DISTRICT R-1, LAKEWOOD, COLO.
MF AVAILABLE IN VT-ERIC SET.
CVTE-I-173
PUB DATE - ND 120P.PAES
COLLECTION

DESCRIPTORS - *TEACHING GUIDES; INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; BOOKS; AUDIOVISUAL AIDS; SECONDARY GRADES; *BEHAVIORAL OBJECTIVES; LEARNING ACTIVITIES; *CREDIT (FINANCE); *MONEY MANAGEMENT; DATA PROCESSING; BUSINESS EDUCATION; ECONOMICS; MARKETING; *BANKING; BANKING VOCABULARY; BUDGETING
IDENTIFIERS - ECONOMIC AWARENESS

ABSTRACT - FOR USE BY SECONDARY SCHOOL TEACHERS IN PRESENTING INFORMATION ON CREDIT, THIS INSTRUCTIONAL UNIT PRESENTS OBJECTIVES, PRE- AND POST-TESTS WITH ANSWERS, RESOURCE PERSONS SUGGESTED LEARNING ACTIVITIES, SPECIAL INFORMATION FOR TEACHERS, AND ADDITIONAL LEARNING RESOURCES FOR THE SUBJECTS OF CHARGE CARDS, CREDIT COUNSELING, AND DATA PROCESSING AS APPLIED TO THE BANKING INDUSTRY. THE DOCUMENT IS ILLUSTRATED WITH NUMEROUS CHARTS, TABLES, AND SAMPLE FORMS. (AW)

VT 015 323
TAXES.

JEFFERSON COUNTY SCHOOL DISTRICT R-1, LAKEWOOD, COLO.
MF AVAILABLE IN VT-ERIC SET.
CVTE-I-174
PUB DATE - ND 31P.PAES
COLLECTION

DESCRIPTORS - *TAXES; BEHAVIORAL OBJECTIVES; RESOURCE MATERIALS; *INSTRUCTIONAL MATERIALS; TEACHING TECHNIQUES; *PROGRAM SOLVING; EDUCATIONAL FINANCE; *MATHEMATICAL APPLICATIONS; *MATHEMATICS INSTRUCTION; PRETESTS; BUSINESS SKILLS; POST TESTING; CAREER EDUCATION; DEVELOPMENTAL VOCABULARY; GUIDES; TAX RATES
IDENTIFIERS - ECONOMIC AWARENESS

ABSTRACT - THIS TEACHING UNIT ON TAXES ILLUSTRATES THE MATHEMATICAL PROCEDURES FOR COMPUTING VARIOUS INCOME TAXES, EDUCATIONAL FINANCE OPERATIONS, WITHHOLDING TAXES, AND FEDERAL ESTATE TAX SETTLEMENTS. EACH OF THE FIVE DEVELOPMENTAL LESSON PLANS INCLUDES SPECIFIC PROBLEMS TO SOLVE, A SAMPLE PROBLEM SOLUTION, AND RELATED LEARNING ACTIVITIES. DEFINITIONS OF TERMS FOR TEACHER USE, LISTS OF RESOURCE MATERIALS, AND SHORT PRE-TESTS OR POST-TESTS FOR EACH LESSON COMPLETE THE INSTRUCTIONAL OUTLINE. DETAILED INFORMATION SHEETS FROM A U.S. MASTER TAX GUIDE AND SAMPLE TAX FORMS AND TABLES SUPPLEMENT THE GUIDE. (AG)

VT 015 325
GUIDE FOR THE DEVELOPMENT OF RESPECT FOR SELF AND OTHERS: A SOURCE FOR EDUCATORS IN TEACHING WHOLESOME ATTITUDES TOWARD DAILY LIFE AND WORK. PRIMARY-INTERMEDIATE GRADES.

JEFFERSON COUNTY SCHOOL DISTRICT R-1, LAKEWOOD, COLO.
MF AVAILABLE IN VT-ERIC SET.
CVTE-I-176
PUB DATE - 71 122P.PAES
COLLECTION

DESCRIPTORS - *SELF CONCEPT; RESOURCE MATERIALS; PRIMARY GRADES; INTERMEDIATE GRADES; INSTRUCTIONAL AIDS; *INSTRUCTIONAL MATERIALS; *STUDENT ATTITUDES; WORLD AFFAIRS; THEMATIC APPROACH; TEACHING PROCEDURES; VISUAL AIDS; BIBLIOGRAPHIES; LEARNING ACTIVITIES; EVALUATION TECHNIQUES; WORK ATTITUDES; HUMAN RELATIONS; SELF ESTEEM; FUNDAMENTAL CONCEPTS; *RESOURCE GUIDES
IDENTIFIERS - SELF AWARENESS; ATTITUDES APPRECIATIONS

ABSTRACT - THIS TENTATIVE GUIDE OFFERS METHODS OF TEACHING POSITIVE

PRODUCTIVE ATTITUDES CONCERNING SELF RESPECT AND RESPECT FOR OTHERS, USING THE EVERYDAY EVENTS OF LIFE AS A VEHICLE FOR CONVEYING IDEAS TO PRIMARY AND INTERMEDIATE GRADES. DEVELOPED BY A COMMITTEE OF ELEMENTARY SCHOOL TEACHERS AND COUNSELORS AND INTENDED FOR INTEGRATION INTO A BROADER CURRICULUM, THIS RESOURCE GUIDE CONTAINS AN INTRODUCTORY OVERVIEW, TWO SAMPLE LESSON MODELS IN DIAGRAM FORM, SECTIONS ON RESPECT FOR SELF AND RESPECT FOR OTHERS, AND A BIBLIOGRAPHY FOR STUDENTS AND EDUCATORS. CONCEPTS, LEARNING ACTIVITIES, EVALUATION PROCEDURES, AND RESOURCE MATERIALS FOR THE THREE UNITS ON RESPECT FOR SELF AND THE SIX UNITS ON RESPECT FOR OTHERS ARE PRESENTED IN OUTLINE FORM, WITH SUGGESTED GRADE LEVELS (PRIMARY OR INTERMEDIATE) INDICATED. RESPECT FOR SELF IS STUDIED THROUGH SITUATIONS INVOLVING SELF DISCOVERY, SELF-DEVELOPMENT, AND SELF-CONFLICT SITUATIONS. SOCIAL GROUPS OF FAMILY, FRIENDS, COMMUNITY, NATIONS, AND WORLD ARE TOPICS USED IN EXPLORING THE AREA OF RESPECTING OTHERS. (AG)

VT 015 351
PETERSON, MARLA, AND OTHERS
K-9 LEARNERS AND THE OCCUPAC APPROACH.

EASTERN ILLINOIS UNIV., CHARLESTON. CENTER FOR EDUCATIONAL STUDIES.
ILLINOIS STATE BOARD OF VOCATIONAL EDUCATION AND REHABILITATION, SPRINGFIELD. VOCATIONAL AND TECHNICAL EDUCATION DIV.
MF AVAILABLE IN VT-ERIC SET.
CVTE-000138
PUB DATE - NOV71 9P.PAES
COLLECTION

DESCRIPTORS - *CAREER EDUCATION; VOCATIONAL EDUCATION; *FUNDAMENTAL CONCEPTS; GENERALIZATIONS; *VOCATIONAL DEVELOPMENT; OCCUPATIONS; *SELF CONCEPT; ELEMENTARY GRADES; INSTRUCTIONAL AIDS; SECONDARY GRADES; OCCUPATIONAL INFORMATION; RESOURCE MATERIALS; *TEACHING GUIDES
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THE BASIC CONCEPTS OF THE OCCUPAC APPROACH TO CAREER DEVELOPMENT ARE LISTED SEPARATELY FOR LEARNERS FROM GRADES K-3, 4 TO 6, AND 7 TO 9. FOR EACH OF THESE GRADE LEVELS, CONCEPTS ARE ORGANIZED IN FOUR GROUPS: (1) CAREER INFORMATION AS IT RELATES TO SPECIFIC OCCUPATIONS, (2) CAREER INFORMATION AS IT RELATES TO THE WORLD OF WORK, (3) THE SELF AS IT RELATES TO SPECIFIC OCCUPATIONS, AND (4) THE SELF AS IT RELATES TO THE WORLD OF WORK. MANY OF THESE FUNDAMENTAL UNDERSTANDINGS ARE REPEATED FOR EACH GROUP OF LEARNERS. THE OCCUPAC PROJECT COMMITTEE FOR THE RESOURCE LIST INCLUDED CONSULTANTS IN ELEMENTARY EDUCATION, INDUSTRIAL ARTS, AND HOME ECONOMICS. (AG)

VT 015 352
PETERSON, MARLA, AND OTHERS
CAREER DEVELOPMENT ACTIVITIES TO ACCOMPANY OCCUPACS (K-6).

EASTERN ILLINOIS UNIV., CHARLESTON. CENTER FOR EDUCATIONAL STUDIES.
ILLINOIS STATE BOARD OF VOCATIONAL EDUCATION AND REHABILITATION, SPRINGFIELD. VOCATIONAL AND TECHNICAL EDUCATION DIV.
MF AVAILABLE IN VT-ERIC SET.
CVTE-000138
PUB DATE - NOV71 16P.PAES
COLLECTION

DESCRIPTORS - *CAREER EDUCATION; VOCATIONAL EDUCATION; *HUMAN RESOURCES; RESOURCE MATERIALS; CREATIVE ACTIVITIES; *LEARNING ACTIVITIES; ELEMENTARY GRADES; *VOCATIONAL DEVELOPMENT; FIELD TRIPS; TASK PERFORMANCE; JOB SKILLS; MANIPULATIVE MATERIALS; INSTRUCTIONAL AIDS; *INSTRUCTIONAL MATERIALS; BULLETIN BOARDS; CREATIVE DRAMATICS; SERVICE OCCUPATIONS
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THESE 10 OCCUPATIONAL ACTIVITY LISTS WERE DEVELOPED AS PART OF THE OCCUPAC PROJECT FOR DESIGNING AND TESTING MULTIMEDIA INSTRUCTIONAL MATERIALS FOCUSING ON

THE STUDY OF SPECIFIC OCCUPATIONS FOR THE ELEMENTARY GRADES. FOR EACH OF THE 10 OCCUPATIONS, THE CAREER DEVELOPMENT ACTIVITIES INCLUDE THE SUGGESTED GRADE LEVEL AND FIELD TRIPS INVOLVING RESOURCE SPEAKERS. STUDENTS ARE ASKED TO PERFORM TASKS SIMILAR TO THOSE ENCOUNTERED FOR EACH JOB. CREATIVE ACTIVITIES, SUCH AS MAKING BULLETIN BOARDS, DRAWINGS, AND PUPPET SHOWS, ARE SUGGESTED. VISITING THE PLACE OF EMPLOYMENT FOR EACH OCCUPATION AND WATCHING DEMONSTRATIONS OF JOB SKILLS AND KNOWLEDGE MAKE UP MOST OF THE LEARNING ACTIVITIES. THE JOBS, ORIENTED TO THOSE PROVIDING HUMAN SERVICES, INCLUDE LANDSCAPER, NURSE, ELECTRICIAN, SECRETARY, CHEF, DENTAL ASSISTANT, AND OTHERS. (AG)

VT 015 362
MILES, VIRGINIA E.
THE INDIVIDUALIZED FIELD TRIP IN PRIMARY EDUCATION WITHIN A SOCIAL STUDIES AND ECONOMICS UNIT.

DAVID DOUGLAS PUBLIC SCHOOLS, PORTLAND, OREG.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
OEG-70-5187(361)
CVTE-C00469
PUB DATE - ND 18P.PAES COLLECTION

DESCRIPTORS - *CAREER EDUCATION; *TEACHING GUIDES; VOCATIONAL EDUCATION; *PRIMARY GRADES; *FIELD TRIPS; *INDIVIDUALIZED CURRICULUM; BEHAVIORAL OBJECTIVES; RESOURCE MATERIALS; SOCIAL STUDIES UNITS; ECONOMIC EDUCATION; TEACHING PROCEDURES; TESTING; COGNITIVE DEVELOPMENT; LEARNING ACTIVITIES; SERVICES; COMMUNITY INVOLVEMENT; SCHOOL INDUSTRY RELATIONSHIP; PARENT SCHOOL RELATIONSHIP
IDENTIFIERS - ECONOMIC AWARENESS

ABSTRACT - THIS GUIDE FOR INCORPORATING AN INDIVIDUALIZED FIELD TRIP AS PART OF A SOCIAL STUDIES AND ECONOMICS UNIT PROVIDES SUGGESTIONS FOR PUPIL OBSERVATION OF THEIR PARENTS' JOBS. PRELIMINARY PROCEDURES TO BE FOLLOWED BY THE PRINCIPAL AND TEACHER INCLUDE SENDING LETTERS TO THE PARENT AND TO HIS PLACE OF EMPLOYMENT, AND MEETING WITH THE PARENTS. THE PARENTS WILL TAKE PHOTOGRAPHS OF HIS CHILD'S VISIT AND THE PUPIL WILL TAKE NOTES OF THE TRIP. TO PREPARE THE PUPIL, A VOCABULARY LIST OF VOCATIONAL TERMS WILL BE DISCUSSED. BEHAVIORAL OBJECTIVES FOR INDIVIDUAL AND GROUP ACTIVITIES FOLLOWING THE FIELD TRIP ARE PROVIDED IN ORDER TO DEVELOP BASIC COGNITIVE SKILLS. THE USE OF REFERENCE BOOKS, AUDIOVISUAL AIDS, AND SIMPLE TESTS IS RECOMMENDED, IN ADDITION TO A DIAGRAM OF THE "CIRCULAR FLOW" OF MONEY BY MEANS OF GOODS, SERVICES, AND RESOURCES. DEVELOPMENT OF A CULMINATING CLASS PRESENTATION FOR PARENTS IS SUGGESTED. AN INCOMPLETE RESOURCE LIST INCLUDES BOOKS, FILMS, AND FILMSTRIPS. DEVELOPED BY THE PROJECT VIGOR COMMITTEE, WHICH SERVES AS OREGON'S FEDERAL EXEMPLARY PROGRAM IN CAREER EDUCATION, THE DESCRIPTIVE GUIDE IS USED IN CONJUNCTION WITH "A TEN-UNIT PROJECT IN CAREER EDUCATION" AND "THE VENTURA PARK CAREER ENRICHMENT PROJECT," AVAILABLE AS VT 015 364 AND VT 015 363, RESPECTIVELY, IN THIS ISSUE. (AG)

VT 015 364
CLOUD, MARY LYNN, AND OTHERS
A TEN-UNIT PROJECT IN CAREER EDUCATION, GRADES 4-6.

DAVID DOUGLAS PUBLIC SCHOOLS, PORTLAND, OREG.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
OEG-0-70-5187(361)
CVTE-C00469
PUB DATE - ND 25P.PAES COLLECTION

DESCRIPTORS - INDUSTRIAL EDUCATION; HOME ECONOMICS; *CAREER EDUCATION; VOCATIONAL EDUCATION; BEHAVIORAL OBJECTIVES; TEACHING PROCEDURES; EVALUATION TECHNIQUES; RESOURCE MATERIALS; REFERENCE MATERIALS; *TEACHING GUIDES; *INTERMEDIATE

GRADES; HUMAN RESOURCES; COMMUNITY RESOURCES; *UNITS OF STUDY (SUBJECT FIELDS); FIELD TRIPS; INSTRUCTIONAL MATERIALS; LEARNING ACTIVITIES
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS PROJECT GUIDE FOR A CAREER EDUCATION CLASS IN GRADES 4, 5, OR 6 PROVIDES BEHAVIORAL OBJECTIVES, TEACHING PROCEDURES, DETAILED LISTS OF RESOURCE MATERIALS AND PEOPLE, AS WELL AS IDEAS FOR EVALUATION FOR 10 SEPARATE VOCATIONAL AREAS. THESE 10 SHORT UNITS OF STUDY RANGE FROM AGRICULTURE TO TELEVISION BROADCASTING, INCLUDING A WIDE VARIETY OF HOME ECONOMICS AND INDUSTRIAL EDUCATION TOPICS. TIME SPANS ARE GIVEN FOR EACH UNIT. THE DESCRIPTIVE UNIT OUTLINES WERE DEVELOPED AS PART OF PROJECT VIGOR, OREGON'S FEDERAL EXEMPLARY PROGRAM IN CAREER EDUCATION. THIS GUIDE IS USED IN CONJUNCTION WITH "THE INDIVIDUALIZED FIELD TRIP" AND "VENTURA PARK CAREER ENRICHMENT PROJECT," AVAILABLE IN THIS ISSUE AS VT 015 362 AND VT 015 363, RESPECTIVELY. (AG)

VT 015 366
COLEY, PAT, AND OTHERS
SERVICES. A RESOURCE UNIT FOR ELEMENTARY GRADES.

GEORGIA STATE DEPT. OF EDUCATION, ATLANTA. DIV. OF VOCATIONAL AND LEADERSHIP EDUCATION
MF AVAILABLE IN VT-ERIC SET.
CVTE-002009A
PUB DATE - 20OCT71 11P.PAES COLLECTION; DEVELOPMENTS OF CAREER ORIENTATION WORKSHOP (ATHENS, GEORGIA, AUGUST 16-20, 1971)

DESCRIPTORS - *CAREER EDUCATION; *UNIT PLAN; TEACHING GUIDES; BEHAVIORAL OBJECTIVES; COURSE OBJECTIVES; *SERVICE OCCUPATIONS; LEARNING ACTIVITIES; *OCCUPATIONAL CLUSTERS; *OCCUPATIONAL INFORMATION; INSTRUCTIONAL MATERIALS; GRADE 1; GRADE 2
IDENTIFIERS - CAREER AWARENESS; EMPLOYMENT SKILLS

ABSTRACT - THIS GUIDE IS DESIGNED TO AID TEACHERS IN PRESENTING A UNIT ON SERVICE-RELATED OCCUPATIONS ON THE FIRST AND SECOND GRADE LEVELS. CONTENTS INCLUDE A LIST OF SERVICE OCCUPATIONS, GENERAL AND BEHAVIORAL OBJECTIVES, SKILLS TO BE DEVELOPED, SUGGESTED ACTIVITIES FOR TYING IN THE SERVICE OCCUPATIONS WITH OTHER SUBJECT AREAS, LEARNING EXPERIENCES, INSTRUCTIONAL STRATEGIES, EVALUATIVE SUGGESTIONS FOR BOTH STUDENT AND TEACHER, TESTING METHODS, MATERIALS AND RESOURCES, AND A BIBLIOGRAPHY. THE SERVICE OCCUPATIONS LISTED ARE THOSE MOST EASILY VISIBLE TO CHILDREN AND THEREFORE EASILY IDENTIFIABLE BY THEM. (AW)

VT 015 379
REFUSE COLLECTION AND DISPOSAL. PLANT MANAGEMENT GUIDE.

BUREAU OF INDIAN AFFAIRS (DEPT. OF INTERIOR), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 15JUL71 20P.

DESCRIPTORS - *TRADE AND INDUSTRIAL EDUCATION; *SANITATION; *SANITARY FACILITIES; *TEXTBOOKS; STUDY GUIDES; INSTRUCTIONAL MATERIALS; ADULT EDUCATION; HUMAN SERVICES
IDENTIFIERS - *REFUSE COLLECTION AND DISPOSAL; EMPLOYMENT SKILLS

ABSTRACT - PREPARED BY A PLANT MANAGEMENT ENGINEERING CENTER, THIS DOCUMENT CONTAINS READING MATERIALS PERTAINING TO REFUSE COLLECTION AND DISPOSAL. SECTIONS DISCUSS: (1) IMPORTANCE OF A WELL-PLANNED AND OPERATED REFUSE SYSTEM, (2) PROPER TEMPORARY STORAGE OF REFUSE, (3) TYPES OF MATERIALS COLLECTED AND THE EQUIPMENT NEEDED TO COLLECT IT, AND (4) RECOMMENDED PRACTICES AND EQUIPMENT NEEDED FOR DISPOSING OF REFUSE. LINE DRAWINGS AND CHARTS AUGMENT THE TEXT, AND THE MATERIALS ARE INTENDED TO BE PLACED IN A 3-RING NOTEBOOK. (SB)

VT 015 388 ED 062 564
CONCEPTUAL FRAMEWORK FOR HOMEMAKING EDUCATION IN TEXAS.

TEXAS TECH UNIV., LUBBOCK. SCHOOL

OF HOME ECONOMICS.;TEXAS EDUCATION AGENCY, AUSTIN. DEPT. OF OCCUPATIONAL AND TECHNICAL EDUCATION.
EDRS PRICE MF-$0.65 HC NOT AVAILABLE FROM EDRS.
PUB DATE - ND 91P.

DESCRIPTORS - HOME ECONOMICS EDUCATION; *HOMEMAKING EDUCATION; MODELS; *PROGRAM PLANNING; *CURRICULUM GUIDES; *CURRICULUM DEVELOPMENT; COURSE CONTENT; PROGRAM CONTENT
IDENTIFIERS - TEXAS

ABSTRACT - DEVELOPED THROUGH A STUDY OF CONCEPTS AND SUBCONCEPTS INCLUDED IN A NUMBER OF INSTRUCTIONAL MATERIALS AND EVALUATED BY STATE EDUCATION AGENCY PERSONNEL AND HOMEMAKING TEACHERS, THIS FRAMEWORK IS DESIGNED TO AID THE TEACHER IN PLANNING LOCAL HOMEMAKING PROGRAMS AND IN DEVELOPING LOCAL CURRICULUM GUIDES. VOCATIONAL HOME ECONOMICS IN TEXAS CONSISTS OF PROGRAMS FOR IN-SCHOOL YOUTH AND ADULTS. PROGRAMS FOR IN-SCHOOL YOUTH INCLUDE: (1) SEQUENCE COURSES OF HOME ECONOMICS I-IV, (2) SEMESTER COURSES IN CHILD DEVELOPMENT, CONSUMER EDUCATION, HOME AND FAMILY LIVING, HOME FURNISHINGS, HOME MANAGEMENT, AND HOME NURSING, (3) OCCUPATIONAL TRAINING IN HOME ECONOMICS RELATED OCCUPATIONS, (4) SUMMER PROGRAMS, (5) HOME EXPERIENCES, AND (6) FUTURE HOMEMAKERS OF AMERICA. PROGRAMS FOR ADULTS INCLUDE ORGANIZED CLASSES IN BOTH HOMEMAKING AND OCCUPATIONAL EDUCATION AND THE YOUNG HOMEMAKERS OF TEXAS ORGANIZATIONS. FOLLOWING A BRIEF OVERVIEW OF VOCATIONAL HOME ECONOMICS, THE REMAINDER OF THE PUBLICATION IS DEVOTED TO THE FRAMEWORK WHICH IS PRESENTED IN OUTLINE FORM TO SHOW CONTENT BY SCOPE AND SEQUENCE FOR HOMEMAKING I-IV AND THE SEMESTER COURSES. (SB)

VT 015 389
CAREER DEVELOPMENT ELEMENTARY VOCATIONAL EXEMPLARY PROGRAM, GRADES 5-6.

OKLAHOMA STATE BOARD FOR VOCATIONAL EDUCATION, STILLWATER.;TULSA PUBLIC SCHOOLS, OKLA.
MF AVAILABLE IN VT-ERIC SET.
CVTE-000346
PUB DATE - 71 153P.PAES COLLECTION; DEVELOPMENTS OF CVTE-EXEMPLARY IN-SERVICE WORKSHOP FOR CURRICULUM DEVELOPMENT (TULSA, OKLAHOMA, JUNE 7-25, 1971)

DESCRIPTORS - GRADE 5; GRADE 6; *VOCATIONAL DEVELOPMENT; *CAREER EDUCATION; CURRICULUM DEVELOPMENT; SERVICES; BEHAVIORAL OBJECTIVES; UNIT PLAN; *LEARNING ACTIVITIES; WORKSHEETS; TEACHING PROCEDURES; *RESOURCE MATERIALS; ROLE PLAYING; *DEVELOPMENTAL PROGRAMS
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THESE 12 INSTRUCTIONAL UNITS, COVERING A WIDE RANGE OF SERVICE OCCUPATIONS FOR A VOCATIONAL EDUCATION PROGRAM IN GRADES 5 AND 6, CONTAIN BEHAVIORAL OBJECTIVES, LEARNING ACTIVITIES, TEACHING PROCEDURES, AND RESOURCE LISTS. STUDENT WORKSHEETS, INFORMATION SHEETS, TRANSPARENCIES, TESTS, AND ANSWER KEYS ARE INCLUDED IN THE RESOURCE MATERIALS. TEACHING TECHNIQUES INCLUDE VOCABULARY DRILLS, ROLE PLAYING, GAMES, CROSSWORD PUZZLES, AND THE USE OF AUDIOVISUAL AIDS. THESE TEACHING UNITS WERE DEVELOPED BY ADMINISTRATORS, CURRICULUM SPECIALISTS, SUPERVISORS, AND OTHER EDUCATORS AT AN INSERVICE WORKSHOP FOR CURRICULUM DEVELOPMENT. (AG)

VT 015 408 ED 062 569
BJORAKER, WALTER T., ED.
A COURSE OF STUDY IN COOPERATION AND COOPERATIVES.

WISCONSIN UNIV., MADISON. DEPT. OF AGRICULTURAL AND EXTENSION EDUCATION.
EDRS PRICE MF-$0.65 HC-$3.29.
INSTRUC-SER-2
PUB DATE - FEB72 65P.

DESCRIPTORS - *TEACHING GUIDES; *CURRICULUM GUIDES; *COOPERATIVES; COLLECTIVE SETTLEMENTS; ORGANIZATION; MARKETING; HUMAN

RELATIONS; *ADULT EDUCATION; SECONDARY GRADES; *EXTENSION EDUCATION; AGRICULTURAL EDUCATION; BUSINESS EDUCATION

ABSTRACT - DESIGNED FOR TEACHERS WITH LIMITED TEACHING EXPERIENCE IN COOPERATIVES, THIS COURSE OF STUDY WAS PREPARED BY SEMINAR STUDENTS FOR USE IN HIGH SCHOOL OR ADULT EDUCATION PROGRAMS, AND EMPHASIZES THE PRINCIPLES OF COOPERATION, THE OPERATION AND MANAGEMENT OF COOPERATIVES, AND THE COMMUNICATION REQUIRED FOR THEIR EFFECTIVE FUNCTIONING. UNITS REQUIRING A TOTAL OF 20 HOURS OF INSTRUCTION INCLUDE: (1) INTRODUCTION, (2) TYPES OF BUSINESS ORGANIZATIONS, (3) COOPERATIVE PRINCIPLES AND PRACTICES, (4) ORGANIZATIONAL STRUCTURE, DUTIES, AND RESPONSIBILITIES, (5) LIFE CYCLE OF A COOPERATIVE, (6) THE FINANCIAL STATEMENT, (7) LEGAL ASPECTS OF COOPERATIVES, (8) COOPERATIVE COMMUNICATIONS, (9) COOPERATIVE MANAGEMENT, (10) COOPERATION AND COOPERATIVES IN OUR SOCIETY, (11) HUMAN RELATIONS, (12) MARKETING, (13) SUPPLY COOPERATIVE, (14) CREDIT UNION, AND (15) SERVICE COOPERATIVES. INSTRUCTIONAL OBJECTIVES, LEARNING ACTIVITIES, TEACHING AIDS, AND REFERENCES ACCOMPANY EACH UNIT. ADDITIONAL LEARNING ACTIVITIES, TEACHING AIDES, A GLOSSARY, AND SAMPLE LESSON PLANS ARE APPENDED. (SB)

VT 015 421
OVT EXPLORATORY PROGRAM. PHASE I, II, AND III. GRADES 6-8. COURSE OF STUDY.

PITTSBURGH PUBLIC SCHOOLS, PA. DIV. OF OCCUPATIONAL, VOCATIONAL, AND TECHNICAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
CVTE-C00442
PUB DATE - JUL71 641P.PAES COLLECTION

DESCRIPTORS - *VOCATIONAL EDUCATION; CAREER EDUCATION; INDUSTRIAL ARTS; HOME ECONOMICS; BUSINESS; *CURRICULUM GUIDES; *TEAM TEACHING; *STUDENT CENTERED CURRICULUM; ACTIVITY LEARNING; BEHAVIORAL OBJECTIVES; EVALUATION TECHNIQUES; BIBLIOGRAPHIES; OCCUPATIONAL INFORMATION; *SIMULATION; GRADE 6; GRADE 7; GRADE 8
IDENTIFIERS - CAREER AWARENESS; ECONOMIC AWARENESS; BEGINNING COMPETENCE

ABSTRACT - THESE UNEDITED WORKING COPIES FOR TEAM TEACHING VOCATIONAL PREPARATION CURRICULUMS IN GRADES 6,7, AND 8 FOCUS ON HUMAN RELATIONS AND PERSONAL DEVELOPMENT, PRODUCTION, COMMUNICATIONS, AND CONSUMER EDUCATION IN BUSINESS, HOME ECONOMICS, AND INDUSTRIAL ARTS. GENERALIZATIONS, GENERAL AND SPECIFIC BEHAVIORAL OBJECTIVES, AND EVALUATION TECHNIQUES ARE PROVIDED FOR THE STUDENT-CENTERED LEARNING ACTIVITIES, WITH SUBJECT CORRELATIONS IN EACH UNIT. THE GRADE 6 CURRICULUM INCLUDES SAMPLE PLANS FOR ORGANIZATION OF A STUDENT COMPANY. EXTENDING THE IDEA TO DETAILED PLANS FOR COMPANIES WITH A 12-WEEK ROTATING SCHEDULE, THE GRADE 7 UNIT STRESSING CAREER EXPLORATION GIVES THE PROGRAM SCOPE AND SAMPLE COMPANY MATERIALS. BIBLIOGRAPHIES ARE INCLUDED FOR GRADES 7 AND 8. IN GRADE 8, THE STUDENTS WILL SELECT A WORK CONTRACT WITH PAY IN ORDER TO PRODUCE GOODS FOR RETAILING. VOCATIONAL INFORMATION WILL BE PROVIDED IN CONJUNCTION WITH THE SIMULATED WORK EXPERIENCES. THE GUIDES WERE WRITTEN BY A COMMITTEE OF THREE TEACHERS. (AG)

VT 015 431
THE WORK ORIENTED CURRICULUM, PHASE I-GRADE 9, PHASE II-GRADE 10, PHASE III-GRADE 11, PHASE IV-GRADE 12, AND GRADES 9-12.

MONTGOMERY COUNTY PUBLIC SCHOOLS, ROCKVILLE, MD.
MF AVAILABLE IN VT-ERIC SET.
CVTE-000559ABCDE
PUB DATE - ND 764P.PAES COLLECTION

DESCRIPTORS - *VOCATIONAL EDUCATION; JOB SKILLS; *INTEGRATED

CURRICULUM; *UNDERACHIEVERS; *PROGRAM GUIDES; *SECONDARY GRADES; VOCATIONAL INTERESTS; TEACHING PROCEDURES; BEHAVIORAL OBJECTIVES; EVALUATION TECHNIQUES; LEARNING ACTIVITIES; WORKSHEETS; RESOURCE MATERIALS; PROGRAM DESCRIPTIONS; AUDIOVISUAL AIDS; SELF CONCEPT; CAREER PLANNING; SKILL DEVELOPMENT
IDENTIFIERS - SELF AWARENESS; ATTITUDES APPRECIATIONS; CAREER AWARENESS; BEGINNING COMPETENCE

ABSTRACT - THIS PROGRAM GUIDE FOR AN INTEGRATED CURRICULUM IN VOCATIONAL EDUCATION FOR UNDERACHIEVERS IN GRADES 9 THROUGH 12 EMPHASIZES: (1) THE STUDENT AS EMPLOYEE IN GRADE 9, (2) THE EMPLOYEE AS RELATED TO BUSINESS AND INDUSTRY IN GRADE 10, (3) SKILL DEVELOPMENT IN TWO VOCATIONAL INTEREST AREAS IN GRADE 11, AND (4) WORK IN ONE'S LIFE PATTERN IN GRADE 12. THE CURRICULUM GUIDE FOR GRADE 9, INTENDED AS A BASIS FOR DEVELOPMENT OF OTHER UNITS, PROVIDES GENERALIZATIONS, BEHAVIORAL OBJECTIVES, TEACHING PROCEDURES, LEARNING ACTIVITIES, RESOURCE LISTS, AND QUESTIONS FOR STUDENT EVALUATION. THE GRADE 10 CURRICULUM UNIT GIVES A WIDE VARIETY OF INSTRUCTIONAL MATERIALS AND STUDENT WORKSHEETS, WHILE THE GRADE 11 GUIDE INCLUDES TEACHER-DIRECTED EVALUATION QUESTIONNAIRES FOR EACH SUBTOPIC AND STUDENT RESOURCE MATERIALS IN LANGUAGE ARTS. TEACHING TECHNIQUES FOR GRADE 11 INVOLVE THE USE OF AUDIOVISUAL AIDS, TEACHING SUGGESTIONS, AND STUDENT WORKSHEETS. THE SEVEN CAREER PREPARATION TOPICS FOR GRADE 12 RANGE FROM IMPROVEMENT OF JOB SKILLS TO HEALTH AND SAFETY AT HOME AND ON THE JOB. A SEPARATE INTRODUCTORY UNIT PRESENTS INFORMATION ON THE BACKGROUND AND IMPLEMENTATION OF THE WORK ORIENTED CURRICULUM PROGRAM, DEVELOPED BY SUMMER WORKSHOPS AND CURRICULUM COMMITTEES OF VOCATIONAL EDUCATORS. (AG)

VT 015 451
SOCIAL STUDIES, GRADE ONE. UNIT II: FAMILY LIVING AT HOME.
MINNEAPOLIS PUBLIC SCHOOLS, MINN.
MF AVAILABLE IN VT-ERIC SET.
CVTE-000217A-2
PUB DATE - 71 214P.PAES COLLECTION

DESCRIPTORS - INTEGRATED CURRICULUM; LEARNING ACTIVITIES; BULLETIN BOARDS; AUDIOVISUAL AIDS; GRADE 1; RESOURCE MATERIALS; BEHAVIORAL OBJECTIVES; *FAMILY (SOCIOLOGICAL UNIT); FAMILY LIFE EDUCATION; *SOCIAL STUDIES UNITS; *CAREER EDUCATION; TEACHING TECHNIQUES; SERVICES; INSTRUCTIONAL MATERIALS; *CURRICULUM GUIDES; COGNITIVE DEVELOPMENT
IDENTIFIERS - DECISIONS; EDUCATIONAL AWARENESS

ABSTRACT - THIS SOCIAL STUDIES CURRICULUM GUIDE FOR A GRADE 1 TEACHING UNIT PROVIDES TEACHING INSTRUCTIONS FOR A VARIETY OF LEARNING EXPERIENCES FOCUSING ON THE DIFFERING ROLES AND FUNCTIONS OF FAMILIES. DRAWING UPON THEIR OWN EXPERIENCES, THE STUDENTS EXPLORE CONSUMER NEEDS AND THE IMPORTANCE OF INCOME IN FAMILY LIVING. THE RELATIONSHIP OF THE FAMILY TO OTHER INTEREST GROUPS IS EMPHASIZED. PROBLEM SOLVING THROUGH ROLE PLAYING ENABLES STUDENTS TO UNDERSTAND VARYING POINTS OF VIEW. MULTI-ETHNIC RESOURCE MATERIALS EXTEND THE STUDENT DATA TO ALLOW FORMATION OF GENERALIZATIONS ABOUT SIMILAR AND DISSIMILAR FAMILIES. A "MODEL OF INQUIRY" FORMAT USES INDUCTIVE DEVELOPMENTAL APPROACHES TO DERIVE CONCEPTS AND PRODUCE INTERDISCIPLINARY THEMATIC STATEMENTS FROM FOUR MAJOR UNIT IDEAS. A WIDE RANGE OF INSTRUCTIONAL MATERIALS SUCH AS FILMS, BOOKS, PUZZLES, AND FLANNELBOARDS DEVELOP COGNITIVE SKILLS AND POSITIVE ATTITUDES. QUESTIONING AND DISCUSSION TECHNIQUES, INTERVIEWING, LISTING, AND CREATIVE ACTIVITIES SPECIFICALLY INTRODUCE, DEVELOP, EXTEND, AND CONCLUDE EACH UNIT IDEA. THE CURRICULUM CONTAINS A DETAILED STEP-BY-STEP RATIONALE, SPECIFIC OBJECTIVES FOR EACH MAIN

IDEA, AND AN APPENDIX THAT INCLUDES UNFINISHED STORIES FOR CLASSROOM DISCUSSION, GIFT IDEAS FOR MOTHER'S DAY, AND SOURCES OF INFORMATION ABOUT JEWISH HOLIDAYS. THIS UNIT IS USED IN CONJUNCTION WITH UNITS AVAILABLE AS VT 015 358, AND VT 015 452 IN THIS ISSUE. (AG)

VT 015 452
SOCIAL STUDIES, GRADE TWO. UNIT I: WHERE WE LIVE AND UNIT II: SERVICES IN THE COMMUNITY.

MINNEAPOLIS PUBLIC SCHOOLS, MINN.
MF AVAILABLE IN VT-ERIC SET.
CVTE-000217A-3-4
PUB DATE - 71 245P.PAES
COLLECTION

DESCRIPTORS - INTEGRATED CURRICULUM; LEARNING ACTIVITIES; ANNOTATED BIBLIOGRAPHIES; AUDIOVISUAL AIDS; BEHAVIORAL OBJECTIVES; GRADE 2; *SOCIAL STUDIES UNITS; RESOURCE MATERIALS; INSTRUCTIONAL MATERIALS; CURRICULUM GUIDES; FIELD TRIPS; ECOLOGY; *COMMUNITY SERVICES; SCHOOL COMMUNITY RELATIONSHIP; MAPS; *CAREER EDUCATION; SERVICES; ROLE-PLAYING; SUPPLEMENTARY READING MATERIALS; *TEACHING MODELS; *PHYSICAL ENVIRONMENT
IDENTIFIERS - EDUCATIONAL AWARENESS

ABSTRACT - THIS SOCIAL STUDIES CURRICULUM GUIDE FOR TWO GRADE 2 TEACHING UNITS EMPHASIZES INTERACTION BETWEEN MAN AND HIS PHYSICAL AND SOCIAL ENVIRONMENT AS A MEANS OF SOLVING SOCIAL PROBLEMS, IMPROVING HUMAN RELATIONS, AND ENCOURAGING EFFECTIVE CITIZENSHIP. BASED ON THE SIX LEARNING PREMISES OF THE MINNEAPOLIS SOCIAL STUDIES PROGRAM FOR ELEMENTARY GRADES, A "MODEL OF INQUIRY" FORMAT USES INDUCTIVE DEVELOPMENTAL APPROACHES TO DERIVE CONCEPTS AND PRODUCE GENERALIZATIONS FROM SEVERAL MAJOR UNIT IDEAS. COGNITIVE SKILLS AND POSITIVE ATTITUDES ARE DEVELOPED BY MEANS OF EXPLORING FEELINGS, CONSIDERING PROBLEMS, AND ANALYZING VALUES. PERSONAL EXPERIENCES, ROLE PLAYING, AND BOOKS ARE USED IN INTERRELATED LEARNING ACTIVITIES WHICH SPECIFICALLY INTRODUCE, DEVELOP, EXTEND, AND CONCLUDE EACH UNIT IDEA. THE MAPPING UNIT ORIENTS THE STUDENTS TO THE SCHOOL AND NEIGHBORHOOD THROUGH WALKING TRIPS, MAPPING EXERCISES, AND ECOLOGY DISCUSSIONS. THE UNIT ON COMMUNITY SERVICES FOCUSES ON THE SUPERMARKET AS AN EXAMPLE OF PRODUCER AND CONSUMER INTERDEPENDENCE, AND SCHEDULES FIELD TRIPS TO THE SUPERMARKET, WHOLESALE MARKET, AND BANK. THE GUIDE INCLUDES A DETAILED STEP-BY-STEP RATIONALE, A SUGGESTED ANNOTATED BIBLIOGRAPHY, SPECIFIC UNIT OBJECTIVES, AND AN APPENDIX INCLUDING UNFINISHED STORIES FROM UNIT II, GRADE 1, FOR DISCUSSION PURPOSES. THESE UNITS ARE USED IN CONJUNCTION WITH UNITS AVAILABLE AS VT 015 358 AND VT 015 451 IN THIS ISSUE. (AG)

VT 015 454
LEARNING TO MOVE--MOVING TO LEARN. MOVEMENT EXPLORATION AND DISCOVERY.

LOS ANGELES CITY SCHOOLS, CALIF. DIV. OF INSTRUCTIONAL PLANNING AND SERVICES.
MF AVAILABLE IN VT-ERIC SET.
PUB-EC-260
PUB DATE - 68 58P.PAES
COLLECTION

DESCRIPTORS - *PRIMARY GRADES; *SELF CONCEPT; INSTRUCTIONAL MATERIALS; *TEACHING GUIDES; TEACHING PROCEDURES; EVALUATION TECHNIQUES; *PSYCHOMOTOR SKILLS; QUESTIONING TECHNIQUES; EDUCATIONAL EQUIPMENT; PSYCHOMOTOR OBJECTIVES; SKILL ANALYSIS; CHECKLISTS; DIAGRAMS; *PHYSICAL ACTIVITIES; INDEXES (LOCATERS)
IDENTIFIERS - SELF AWARENESS

ABSTRACT - THIS INSTRUCTIONAL GUIDE FOR THE PRIMARY GRADES DEALS WITH MOVEMENT EXPLORATION AS A MEANS OF ENHANCING THE PUPIL'S SELF AWARENESS, THE REBY DEVELOPING HIS SELF CONCEPT. PART I CONSISTS OF SPECIFIC TEACHING SUGGESTIONS FOR CLASSROOM PROCEDURES AND STUDENT EVALUATION. PART II PRESENTS QUESTIONS WHICH PROVIDE OPPORTUNITIES FOR STUDENTS TO

DEMONSTRATE PSYCHOMOTOR SKILLS, INCLUDING ACCESSORIES SUCH AS ROPES AND HULA HOOPS. PART III PROVIDES CONCEPTS, METHODS OF CORRECTING PROBLEMS, AND SKILL DESCRIPTIONS. PART IV CONTAINS A CHECKLIST FOR EVALUATING BASIC MOVEMENT ABILITIES. A DETAILED INDEX, A SUPPLY LIST, AND A DIAGRAM OF TEACHING ACCESSORIES COMPLETE THE INSTRUCTIONAL MATERIALS, DEVELOPED BY TEACHERS, SUPERVISORS, AND SPECIALISTS IN WORKSHOPS AND COMMITTEES. (AG)

VT 015 467
BOHLMAN, HERBERT W., AND OTHERS
INSTRUCTOR'S GUIDE FOR THE ACCENT/CONSUMER EDUCATION SERIES.

FOLLETT EDUCATIONAL CORP., CHICAGO, ILL. EDUCATIONAL OPPORTUNITIES DIV.
DOCUMENT NOT AVAILABLE FROM EDRS.
CVTE-X00716
FOLLETT PUBLISHING COMPANY,
DIVISION OF FOLLETT CORPORATION,
1010 W. WASHINGTON BLVD., CHICAGO,
ILLINOIS 60607 ($2.00)
PUB DATE - 70 61P.PAES
COLLECTION

DESCRIPTORS - STUDENT PROJECTS; *TEACHING PROCEDURES; *PROBLEM SOLVING; *TEACHING GUIDES; *CONSUMER EDUCATION; *CONSUMER ECONOMICS; MONEY MANAGEMENT; BIBLIOGRAPHIES; INSURANCE PROGRAMS; SECONDARY GRADES; LAWS; QUESTIONING TECHNIQUES; RESOURCE MATERIALS; MARKETING
IDENTIFIERS - DECISIONS; EDUCATIONAL AWARENESS

ABSTRACT - THIS TEACHING GUIDE FOR A SERIES OF SIX CONSUMER EDUCATION BOOKLETS DEALING WITH CONSUMER ECONOMICS, INSURANCE, MONEY MANAGEMENT, AND THE LAW PRESENTS BACKGROUND INFORMATION AND TEACHING SUGGESTIONS INVOLVING THE USE OF SUPPLEMENTARY READING MATERIALS, SUGGESTED PROJECTS, AND LEARNING ACTIVITIES. FOR EACH OF THE SIX TOPICS, TEACHING PROCEDURES INCLUDE CONSUMER PROBLEMS, POSSIBLE CLASS PROJECTS, AND AN ANNOTATED LIST OF REFERENCE MATERIALS. AN ANNOTATED RESOURCE LIST IS PROVIDED FOR THE GUIDE, WHICH IS ILLUSTRATED WITH CHARTS. PROBLEMS TO BE SOLVED ARE STATED BY MEANS OF QUESTIONS FOR CLASS DISCUSSION. (AG)

VT 015 468
BOHLMAN, HERBERT W.; BOHLMAN, EDNA MCCAULL
UNDERSTANDING CONSUMER CREDIT. ACCENT/CONSUMER EDUCATION.

FOLLETT EDUCATIONAL CORP., CHICAGO, ILL. EDUCATIONAL OPPORTUNITIES DIV.
DOCUMENT NOT AVAILABLE FROM EDRS.
CVTE-X00716
FOLLETT PUBLISHING COMPANY,
DIVISION OF FOLLETT CORPORATION,
1010 W. WASHINGTON BLVD., CHICAGO,
ILLINOIS 60607 ($1.16)
PUB DATE - 68 46P.PAES
COLLECTION

DESCRIPTORS - MARKETING; *CONSUMER EDUCATION; *PAMPHLETS; *CONSUMER ECONOMICS; *CREDIT (FINANCE); *MONEY MANAGEMENT; PROBLEM SOLVING; QUESTIONING TECHNIQUES; WORKSHEETS; SECONDARY GRADES
IDENTIFIERS - ECONOMIC AWARENESS

ABSTRACT - PART OF A CONSUMER EDUCATION SERIES, THIS PAMPHLET ON CONSUMER CREDIT CONTAINS TEN CHAPTERS ON VARIOUS ASPECTS OF BORROWING, A LIST OF TEN CAUTIONS ABOUT CREDIT AND CREDIT BUYING, AND A LIST OF QUESTIONS AND PROBLEMS TO CONSIDER. CHARTS AND LINE DRAWINGS ILLUSTRATE THE READING MATERIALS. EACH CHAPTER INCLUDES EXERCISES FOR PROBLEM SOLVING ACCOMPANIED BY WORKSHEETS. (AG)

VT 015 470
BOHLMAN, HERBERT W.; BOHLMAN, EDNA MCCAULL
KNOWING HOW TO BUDGET AND BUY. ACCENT/CONSUMER EDUCATION.

FOLLETT EDUCATIONAL CORP., CHICAGO, ILL. EDUCATIONAL OPPORTUNITIES DIV.
DOCUMENT NOT AVAILABLE FROM EDRS.
CVTE-X00716
FOLLETT PUBLISHING COMPANY,
DIVISION OF FOLLETT CORPORATION,
1010 W. WASHINGTON BLVD., CHICAGO,
ILLINOIS 60607 ($1.16)
PUB DATE - 68 48P.PAES

COLLECTION

DESCRIPTORS - *PAMPHLETS; *MONEY MANAGEMENT; *BUDGETING; *CONSUMER EDUCATION; *CONSUMER ECONOMICS; MARKETING; PROBLEM SOLVING; QUESTIONING TECHNIQUES; WORKSHEETS; SECONDARY GRADES
IDENTIFIERS - ECONOMIC AWARENESS

ABSTRACT - PART OF A CONSUMER EDUCATION SERIES, THIS PAMPHLET ON BUDGETING AND BUYING CONTAINS INTRODUCTORY QUESTIONS, NINE CHAPTERS DEALING WITH VARIOUS ASPECTS OF MONEY MANAGEMENT, A SUMMARY WITH FINAL SUGGESTIONS FOR THE CONSUMER, AND A LIST OF PROBLEMS AND PROJECTS. CHARTS AND LINE DRAWINGS ILLUSTRATE THE READING MATERIALS. EXERCISES FOR PROBLEM SOLVING, INCLUDING WORKSHEETS, ARE PROVIDED FOR EACH CHAPTER. (AG)

VT 015 471
BOHLMAN, H. MAC; BOHLMAN, HERBERT W.
THE LAW FOR YOU. ACCENT/CONSUMER EDUCATION.

FOLLETT EDUCATIONAL CORP., CHICAGO, ILL. EDUCATIONAL OPPORTUNITIES DIV.
DOCUMENT NOT AVAILABLE FROM EDRS.
CVTE-X00716
FOLLETT PUBLISHING COMPANY, DIVISION OF FOLLETT CORPORATION, 1010 W. WASHINGTON BLVD., CHICAGO, ILLINOIS 60607 ($1.16)
PUB DATE - 69 63P.PAES COLLECTION

DESCRIPTORS - *CONSUMER EDUCATION; *CONSUMER ECONOMICS; PAMPHLETS; GOVERNMENT (ADMINISTRATIVE BODY); PROBLEM SOLVING; LAW INSTRUCTION; *LEGAL RESPONSIBILITY; *COURT ROLE; SECONDARY GRADES; LAWS; COURT LITIGATION
IDENTIFIERS - EDUCATIONAL AWARENESS; ATTITUDES APPRECIATIONS

ABSTRACT - THIS BOOKLET DISCUSSES REASONS FOR LAWS AND THE LEGAL PROTECTION OF CONSUMER RIGHTS AND RESPONSIBILITIES IN THE COURTS AND IN THEIR PERSONAL LIVES. COMMON LEGAL TERMS ARE EXPLAINED. STUDENT EXERCISES, WORKSHEETS, PROBLEMS, AND DISCUSSION QUESTIONS ARE PRESENTED FOR A WIDE RANGE OF TOPICS INVOLVING THE LAW AND CONSUMER ECONOMICS, SUCH AS MARRIAGE, OWNING A HOME AND A CAR, AND CONTRACTS. A SHORT GLOSSARY IS INCLUDED AND GRAPHS, DIAGRAMS, AND LINE DRAWINGS ILLUSTRATE THE TEXT. (AG)

VT 015 477 ED 063 487
HOME ECONOMICS EDUCATION-- INSTRUCTIONAL MATERIALS.

OHIO STATE UNIV., COLUMBUS. CENTER FOR VOCATIONAL AND TECHNICAL EDUCATION.
NATIONAL CENTER FOR EDUCATIONAL RESEARCH AND DEVELOPMENT (DHEW/OE), WASHINGTON, D.C.
EDRS PRICE MF-$0.65 HC-$6.58.
OEG-3-7-000158-2037
BIB-SER-12 BR-7-0158-
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C., 20402
PUB DATE - 72
172P.COMPILATION OF ABSTRACTS FROM ABSTRACTS OF INSTRUCTIONAL MATERIALS IN VOCATIONAL AND TECHNICAL EDUCATION, 1967-1971

DESCRIPTORS - *INSTRUCTIONAL MATERIALS; *ABSTRACTS; *RESOURCE GUIDES; *HOME ECONOMICS EDUCATION; OCCUPATIONAL HOME ECONOMICS; HOMEMAKING EDUCATION; ELEMENTARY GRADES; SECONDARY GRADES; POST SECONDARY GRADES; ADULT EDUCATION; CAREER EDUCATION; *INDEXES (LOCATERS)

ABSTRACT - THIS COMPILATION PRESENTS OVER 300 RESUMES OF INSTRUCTIONAL MATERIALS IN HOME ECONOMICS EDUCATION, WHICH HAVE APPEARED QUARTERLY IN "ABSTRACTS OF INSTRUCTIONAL MATERIALS IN VOCATIONAL AND TECHNICAL EDUCATION" (AIM), FALL 1967 THROUGH FALL 1971. RESUMES COVER A WIDE RANGE OF FIELDS AND OCCUPATIONS, SUCH AS CHILD CARE OCCUPATIONS, CONSUMER EDUCATION, HOME MANAGEMENT, INTERIOR DESIGN, AND HOMEMAKING EDUCATION. THE RESUMES ARE ARRANGED IN ASCENDING ORDER ACCORDING TO AN

ACCESSION NUMBER AND INCLUDE THE FOLLOWING INFORMATION: (1) AUTHOR(S), (2) TITLE, (3) INSTITUTIONAL SOURCE, (4) SPONSORING AGENCY, (5) GRANT, CONTRACT, AND PROGRAM AREA NUMBERS, (6) REPORT AND BUREAU NUMBERS, (7) SOURCES OF AVAILABILITY, (8) DESCRIPTORS AND IDENTIFIERS WHICH CHARACTERIZE THE CONTENTS OF THE DOCUMENT, AND (9) AN ABSTRACT OF THE DOCUMENT. AUTHOR, SUBJECT, AND CONVERSION OF DOCUMENT NUMBER INDEXES ARE INCLUDED TO HELP LOCATE THE ABSTRACTS BY PAGE NUMBER AND ACCESSION NUMBER. THE FULL TEXTS OF DOCUMENTS ARE AVAILABLE FROM THE ORIGINAL SOURCES OR FROM ERIC DOCUMENT REPRODUCTION SERVICE (EDRS) AS MICROFICHE OR XEROX REPRODUCTIONS. A SAMPLE RESUME AND ORDERING INFORMATION FOR AIM AND EDRS REPRODUCTION ARE PROVIDED IN AN INTRODUCTORY SECTION. (SB)

VT 015 486
PREPARING LEARNING UNITS.

CENTRAL JERSEY INDUSTRY-EDUCATION COUNCIL, WOODBRIDGE, N.J.
MF AVAILABLE IN VT-ERIC SET.
CVTE-000129
PUB DATE - ND 22P.PAES COLLECTION

DESCRIPTORS - *MANUALS; *INSTRUCTIONAL IMPROVEMENT; *TEACHER DEVELOPED MATERIALS; *INSTRUCTIONAL AIDS; *STUDENT DEVELOPED MATERIALS; INSTRUCTIONAL DESIGN; FORMATIVE EVALUATION; CONTENT ANALYSIS; LEARNING ACTIVITIES; GUIDELINES; INSTRUCTIONAL MEDIA; OBJECTIVES; CAREER EDUCATION; EVALUATION METHODS
IDENTIFIERS - EDUCATIONAL AWARENESS

ABSTRACT - THIS MANUAL PROVIDES GUIDELINES FOR TEACHER PREPARATION OF LEARNING UNITS WHICH WILL PROVIDE GOALS, LEARNING ACTIVITIES TO IMPLEMENT SPECIFIC OBJECTIVES, INSTRUCTIONS TO THE STUDENT, AND METHODS FOR EVALUATING PERFORMANCE. DIRECTIONS FOR LOCATING NEEDED RESOURCE AND REFERENCE MATERIALS WILL ALSO BE INCLUDED IN A LEARNING UNIT. A 2-PAGE SAMPLE UNIT IN ECONOMICS IS PRESENTED TOGETHER WITH SUGGESTIONS FOR STUDENT PARTICIPATION IN EVOLVING LEARNING UNITS MODELED ON THOSE PREPARED BY THE TEACHER. STUDENT AND TEACHER FEEDBACK TO IMPROVE THIS INSTRUCTIONAL APPROACH IS ENCOURAGED BY ITS DEVELOPERS, THE CENTRAL JERSEY INDUSTRY-EDUCATION COUNCIL. (AG)

VT 015 501
WOOD, RICHARD
OPERATION BRIDGE--AN INNOVATIVE, COMPREHENSIVE VOCATIONAL EDUCATION PROGRAM FOR DISADVANTAGED YOUTH. KINDERGARTEN-LEVEL 6.

AIMS COMMUNITY COLL., GREELEY, COLO.
MF AVAILABLE IN VT-ERIC SET.
CVTE-C00457-A-G
PUB DATE - ND 159P.PAES COLLECTION

DESCRIPTORS - ANNOTATED BIBLIOGRAPHIES; *CAREER EDUCATION; VOCATIONAL EDUCATION; *DISADVANTAGED YOUTH; ELEMENTARY GRADES; KINDERGARTEN; *SERVICES; FIELD TRIPS; COMMUNITY RESOURCES; BEHAVIORAL OBJECTIVES; *LEARNING ACTIVITIES; TEACHING PROCEDURES; UNITS OF STUDY (SUBJECT FIELDS); WORKSHEETS; ILLUSTRATIONS; *VOCATIONAL DEVELOPMENT; *OCCUPATIONAL INFORMATION; RESOURCE MATERIALS
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THESE SEVEN INSTRUCTIONAL UNITS FOR KINDERGARTEN AND THE ELEMENTARY GRADES DEAL WITH WORKERS IN SERVICE OCCUPATIONS AS PART OF A VOCATIONAL EDUCATION PROGRAM FOR DISADVANTAGED YOUTH. AT EACH GRADE LEVEL, AN INTRODUCTORY RATIONALE, BEHAVIORAL OBJECTIVES, TEACHING PROCEDURES, AND LEARNING ACTIVITIES ARE PROVIDED. MATERIALS LISTS AND STUDENT WORKSHEETS ARE INCLUDED, AS WELL AS A SEPARATE ANNOTATED BIBLIOGRAPHY. TEACHING TECHNIQUES INCLUDE FIELD TRIPS AND THE USE OF COMMUNITY RESOURCES. DEVELOPED BY AN EDUCATOR AT THE UNIVERSITY

LEVEL, THESE TEACHING UNITS COVER SCHOOL, FAMILY, AND COMMUNITY WORKERS, IN ADDITION TO INDUSTRIAL TOPICS AND PROFESSIONAL WORKERS. DRAWINGS ILLUSTRATE THE INSTRUCTIONAL MATERIALS. (AG)

VT 015 508
FOLLETT BOOKS IN PRINT, 1971.

FOLLETT PUBLISHING CO., CHICAGO, ILL.
MF AVAILABLE IN VT-ERIC SET.
CVTE-X00721
CUSTOMER SERVICE, FOLLETT PUBLISHING, P. O. BOX 5705, CHICAGO, ILLINOIS 60680 (PRICES AND DATES SUBJECT TO CHANGE WITHOUT NOTICE)
PUB DATE - ND 138P.PAES COLLECTION

DESCRIPTORS - *CAREER EDUCATION; *BOOK CATALOGS; *INDEXES (LOCATERS); REFERENCE MATERIALS; VISUAL AIDS; ADULT EDUCATION; CONTINUING EDUCATION; EARLY CHILDHOOD EDUCATION; *SECONDARY GRADES; *ELEMENTARY GRADES; RESOURCE MATERIALS; ANNOTATED BIBLIOGRAPHIES
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS CATALOG OF FOLLETT BOOKS IN PRINT PROVIDES ORDER FORMS WITH INSTRUCTIONS FOR ORDERING THE INSTRUCTIONAL MATERIALS LISTED FOR PART I AND II. PART I CONTAINS EDUCATIONAL MATERIALS WITH A TITLE INDEX FOR THE AGE RANGES OF EARLY CHILDHOOD THROUGH GRADE 8. PART II CONTAINS LISTS OF HIGH SCHOOL, ADULT, AND CONTINUING EDUCATION MATERIALS WITH A TITLE INDEX. COSTS ARE INCLUDED FOR THE BOOKS. DESCRIPTIVE PARAGRAPHS ARE PROVIDED FOR MANY OF THESE BOOKS. (AG)

VT 015 562
CAREERS UNLIMITED: ENGLISH, MATHEMATICS, SOCIAL STUDIES, AND SCIENCE.

SYRACUSE CITY SCHOOL DISTRICT, N.Y.
MF AVAILABLE IN VT-ERIC SET.
CVTE-C00351
PUB DATE - ND 91P.PAES COLLECTION

DESCRIPTORS - *CAREER EDUCATION; *HUMANITIES; *CAREER PLANNING; SELF EVALUATION; MATHEMATICS; SOCIAL STUDIES; *OCCUPATIONAL GUIDANCE; *LEARNING ACTIVITIES; MONEY MANAGEMENT; ENGLISH; EMPLOYER EMPLOYEE RELATIONSHIP; ECONOMICS; INTERDISCIPLINARY APPROACH; SECONDARY GRADES
IDENTIFIERS - CAREER AWARENESS; ECONOMIC AWARENESS; SELF AWARENESS

ABSTRACT - THESE LEARNING ACTIVITIES IN THE HUMANITIES FOR A VOCATIONAL GUIDANCE PROGRAM FOCUS ON JOB SKILLS, MONEY MANAGEMENT, JOB EXPECTATIONS, LABOR, AND THE ECONOMY. MATHEMATICS, ENGLISH, SCIENCE, AND SOCIAL STUDIES MATERIALS ARE INCLUDED IN AN INTERDISCIPLINARY APPROACH. SELF EVALUATION IS STRESSED FOR VOCATIONAL PREPARATION. (AG)

VT 015 574
GETTING IT TOGETHER. TEACHER'S MANUAL. TEN CAREER ORIENTATION UNITS DESIGNED FOR JUNIOR HIGH SCHOOL STUDENTS.

BOWLING GREEN STATE UNIV., OHIO.;NORTHWEST OHIO EDUCATIONAL TELEVISION FOUNDATION, BOWLING GREEN.
OHIO STATE DEPT. OF EDUCATION, COLUMBUS. DIV. OF VOCATIONAL EDUCATION
DOCUMENT NOT AVAILABLE FROM EDRS.
CVTE-000073
OHIO EDUCATIONAL TELEVISION NETWORK COMM., 2470 NORTH STAR ROAD, COLUMBUS, OHIO 43221 (APPROX. $10.00, LEASE BASIS)
PUB DATE - 71 41P.PAES COLLECTION

DESCRIPTORS - *INSTRUCTIONAL TELEVISION; *OCCUPATIONAL CLUSTERS; SECONDARY GRADES; INTEGRATED ACTIVITIES; TEACHING TECHNIQUES; *MANUALS; ANNOTATED BIBLIOGRAPHIES; VISUAL AIDS; GLOSSARIES; *OCCUPATIONAL INFORMATION; VOCATIONAL DEVELOPMENT; LESSON PLANS; COMMUNICATIONS; SUPPLEMENTARY READING MATERIALS; *CAREER EDUCATION; VOCABULARY

IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS TEACHING MANUAL INCLUDES A RATIONALE AND TEACHING SUGGESTIONS FOR A CAREER ORIENTATION PROGRAM IN THE JUNIOR HIGH GRADES ORGANIZED AROUND 10 LESSONS ON INSTRUCTIONAL TELEVISION. THESE ON-LOCATION SOUND FILMS AND INTERVIEWS ALLOW THE STUDENT TO OBSERVE WORKERS INTERACTING IN THEIR OWN NATURAL WORK-ENVIRONMENT. SUGGESTED TEACHING TECHNIQUES INCLUDE FIELD TRIPS, ROLE PLAYING, INTEGRATED ACTIVITIES, AND USE OF RESOURCE MATERIALS. NINE OCCUPATIONAL CLUSTERS ARE DESCRIBED, EMPHASIZING NEWER CAREERS AND OTHER-THAN-PROFESSIONAL CAREERS WHICH ARE TRADITIONALLY IGNORED. SOME ARE HIGHLIGHTED, OTHERS LISTED. A WIDE RANGE OF PROJECTS AND DISCUSSION QUESTIONS IS PROVIDED FOR EACH LESSON. VOCABULARY LISTS AND GLOSSARY ARE INCLUDED WITH THE MANUAL, DEVELOPED BY TEACHERS AND CONSULTANTS. LINE DRAWINGS ILLUSTRATE THE TEXT. A BIBLIOGRAPHY AND AN EIGHT-PAGE ARTICLE ON JOB FUTURES REPRINTED FROM THE "OCCUPATIONAL OUTLOOK HANDBOOK" CONCLUDE THE INSTRUCTIONAL MATERIALS. (AG)

VT 015 575
NEUWIRTH, ELIZABETH M., AND OTHERS
CAREER DEVELOPMENT.

ROBBINSDALE INDEPENDENT SCHOOL DISTRICT 281, MINN.
MINNESOTA STATE DEPT. OF EDUCATION, ST. PAUL. DIV. OF VOCATIONAL AND TECHNICAL EDUCATION
MF AVAILABLE IN VT-ERIC SET.
CVTE-000123
PUB DATE - AUG71 142P.PAES COLLECTION

DESCRIPTORS - *CAREER EDUCATION; GRADE 7; GRADE 8; GRADE 9; *EXPERIMENTAL CURRICULUM; *HUMANITIES INSTRUCTION; BIBLIOGRAPHIES; SUPPLEMENTARY READING MATERIALS; *COURSE OBJECTIVES; *COURSE DESCRIPTIONS; INTEGRATED ACTIVITIES; ROLE PLAYING; SIMULATION; AUDIOVISUAL AIDS; COMMUNITY RESOURCES; INTEGRATED CURRICULUM; STUDENT PROJECTS; TEACHING TECHNIQUES; FORMATIVE EVALUATION
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS TENTATIVE CURRICULUM GUIDE FOR A CAREER EXPLORATION PROGRAM IN GRADES 7, 8, AND 9 FOR ENGLISH, MATHEMATICS, SCIENCE, AND SOCIAL STUDIES UNITS PROVIDES SUGGESTED SKILL GOALS, LEARNING TECHNIQUES, BEHAVIORAL OBJECTIVES, SPECIFIC UNIT CONCEPTS, CLASS ACTIVITIES, REQUIRED MATERIALS, AND SAMPLE STUDENT WORKSHEETS. A SEPARATE OVERVIEW FOR EACH GRADE LEVEL AND DISCIPLINE INCLUDES GENERAL AND SPECIFIC SUBJECT CONTENT. THE DEVELOPMENTAL ENGLISH UNITS FOCUS ON JOB APPLICATION SKILLS; THE MATH UNITS PRESENT THE OCCUPATIONAL IMPLICATIONS OF MATH; THE SCIENCE UNITS DEAL WITH INTERDISCIPLINARY PROJECTS IN THE OUTDOORS; AND THE SOCIAL STUDIES UNITS CENTER ON TOPICS IN SOCIOLOGY, POLITICAL SCIENCE, AND ECONOMICS. SUGGESTED TEACHING TECHNIQUES INVOLVE ROLE PLAYING, SIMULATIONS, DISCUSSION, READING, AUDIOVISUAL AIDS, OBSERVATIONS, AND COMMUNITY RESOURCES. DEVELOPED BY A CAREER DEVELOPMENT COMMITTEE, THIS GUIDE INTENDS TO SHOW THE EFFECTIVENESS OF CAREER EDUCATION INTEGRATED AS A LEARNING VEHICLE IN A COURSE. AN INTRODUCTORY TEACHER-DIRECTED EVALUATION SHEET, FACILITATING FURTHER REVISION, AND A BIBLIOGRAPHY COMPLETE THE SUGGESTED INSTRUCTIONAL MATERIALS. SAMPLE JOB INFORMATION MATERIALS AND DIAGRAMS OF OCCUPATIONAL CLUSTERS ENRICH THE COURSE CONTENT. (AG)

VT 015 583
CURRICULUM GUIDE, GRADES 7-12.

KODIAK ISLAND BOROUGH SCHOOL DISTRICT, ALASKA.
MF AVAILABLE IN VT-ERIC SET.
CVTE-000416
PUB DATE - ND 283P.PAES COLLECTION

DESCRIPTORS - *SECONDARY GRADES;

*CURRICULUM GUIDES; VOCATIONAL EDUCATION; BEHAVIORAL OBJECTIVES; *HUMANITIES; *UNITS OF STUDY (SUBJECT FIELDS); TEACHING PROCEDURES; LEARNING ACTIVITIES; PROGRAM DESCRIPTIONS; RESOURCE MATERIALS; EVALUATION TECHNIQUES; VOCATIONAL DEVELOPMENT; *CAREER EDUCATION
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS CURRICULUM GUIDE OUTLINES A WIDE RANGE OF INSTRUCTIONAL UNITS IN THE SECONDARY GRADES, FOCUSING ON VOCATIONAL ORIENTATION. COURSES ARE OUTLINED IN ENGLISH, SOCIAL SCIENCES, FOREIGN LANGUAGE, MATHEMATICS, MUSIC, PHYSICAL SCIENCE, PHYSICAL EDUCATION, HOME ECONOMICS, AND SHOP. AN INTRODUCTORY PROGRAM RATIONALE, UNIT RATIONALES, AND BEHAVIORAL OBJECTIVES, ARE PRESENTED. TEACHING PROCEDURES, MATERIALS LISTS, AND IDEAS FOR CLASS EVALUATION ARE INCLUDED IN THE OUTLINES OF THE SEPARATE COURSES. RANGING FROM TOPICAL UNITS IN THE HUMANITIES TO THOSE MORE SPECIFICALLY GEARED TOWARDS CAREER PREPARATION, SUCH AS A UNIT ON FISHERIES, THIS GUIDE PROVIDES "REAL-LIFE" ACTIVITIES IN A VARIETY OF SETTINGS. (AG)

VT 015 594   ED 065 666
VOCATIONAL DEVELOPMENT IN GRADES SEVEN, EIGHT AND NINE. A RESOURCE GUIDE INTEGRATING SELECTED VOCATIONAL DEVELOPMENT CONCEPTS WITH EIGHT AREAS OF THE CURRICULUM IN GRADES SEVEN, EIGHT AND NINE.

MID-HUDSON CAREER DEVELOPMENT AND INFORMATION CENTER, BEACON, N.Y.;NEW YORK STATE EDUCATION DEPT., ALBANY.;NEW YORK STATE DEPT. OF LABOR, ALBANY. DIV. OF EMPLOYMENT.
EDRS PRICE MF-$0.65 HC-$19.73.
CVTE-000546
PUB DATE -   ND   568P.PAES COLLECTION

DESCRIPTORS - *CAREER EDUCATION; *VOCATIONAL DEVELOPMENT; *JUNIOR HIGH SCHOOLS; *RESOURCE GUIDES; *INTEGRATED CURRICULUM; CURRICULUM DEVELOPMENT; CONCEPT TEACHING; OCCUPATIONAL GUIDANCE; CURRICULUM GUIDES; TEACHING TECHNIQUES; ENGLISH; MATHEMATICS; SCIENCE CURRICULUM; SOCIAL STUDIES; HOME ECONOMICS EDUCATION; INDUSTRIAL ARTS; PHYSICAL EDUCATION; COURSE CONTENT; GRADE 7; GRADE 8; GRADE 9; HUMANITIES
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - DEVELOPED BY REPRESENTATIVES FROM STATE GUIDANCE, EDUCATION, AND EMPLOYMENT, THIS RESOURCE GUIDE WAS DESIGNED TO FACILITATE THE INTEGRATION OF CAREER EDUCATION CONCEPTS INTO THE CURRICULUM OF JUNIOR HIGH SCHOOLS. RECOGNIZING THAT CAREER DEVELOPMENT IS A LIFE-LONG PROCESS, LEARNING EXPERIENCES TO DEVELOP WORK CONCEPTS AND ATTITUDES ARE OUTLINED FOR: (1) ENGLISH, (2) MATHEMATICS, (3) PHYSICAL AND LIFE SCIENCES, (4) SOCIAL STUDIES, (5) ART, (6) HOME ECONOMICS, (7) INDUSTRIAL ARTS, AND (8) PHYSICAL EDUCATION. MOST OF THE ACTIVITIES ARE CONCERNED WITH DEVELOPMENT OF ATTITUDES AND SKILLS ASSOCIATED WITH VOCATIONAL AWARENESS, AND ARE DESIGNED FOR TEACHERS WHO ARE CONCERNED ABOUT, BUT NOT NECESSARILY TRAINED IN, VOCATIONAL LEARNING-MATURATION. ACTIVITIES EMPHASIZE WORK FUNCTIONS AND WORKER TRAIT COMPONENTS AND EXPOSURE TO RELEVANT CONCEPTS, AND SHOULD BE ADAPTED BY THE TEACHER AND USED WITH OTHER RELATED TOOLS. IN ADDITION TO IDENTIFYING CONCEPTS TO BE TAUGHT, THE GUIDE ALSO OUTLINES CONTENT, TEACHING TECHNIQUES, AND RESOURCES. INCLUDED IN THE APPENDIXES ARE DATA ON CLASSIFYING OCCUPATIONS. (JS)

VT 015 595
HOME ECONOMICS JUNIOR HIGH SCHOOL CURRICULUM. CONCEPTS AND GENERALIZATIONS.

DISTRICT OF COLUMBIA PUBLIC SCHOOLS, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
CVTE-000562
PUB DATE -   69   567P.PAES COLLECTION

DESCRIPTORS - *CURRICULUM GUIDES; *SECONDARY GRADES; *STUDENT CENTERED CURRICULUM; BEHAVIORAL OBJECTIVES; GENERALIZATIONS; *CONCEPTUAL SCHEMES; *HOME ECONOMICS EDUCATION; LEARNING ACTIVITIES; EVALUATION TECHNIQUES; ENRICHMENT ACTIVITIES; RESOURCE MATERIALS; GLOSSARIES; LESSON PLANS; COMMUNITY RESOURCES; FAMILY LIFE; GRADE 7; GRADE 8; GRADE 9
IDENTIFIERS - ATTITUDES APPRECIATIONS; SELF AWARENESS; EDUCATIONAL AWARENESS

ABSTRACT - THIS GUIDE FOR HOME ECONOMICS CURRICULUMS IN GRADES 7, 8, AND 9 PRESENTS STUDENT CENTERED COURSES WITH A CONCEPTUAL APPROACH INTENDED TO PREPARE STUDENTS FOR PERSONAL AND FAMILY LIVING. GENERALIZATIONS, BEHAVIORAL OBJECTIVES, CONCEPTS, AND GOALS ARE PROVIDED FOR THE LEARNING AND ENRICHMENT ACTIVITIES. THE GUIDE INCLUDES AN OVERVIEW, IDEAS FOR IMPLEMENTING THE COURSES, SUGGESTIONS FOR PARENTAL INVOLVEMENT, RESOURCE LISTS, EVALUATION METHODS, A GLOSSARY, AND SAMPLE LESSON PLANS. CHECKLISTS AND STUDENT WORKSHEETS ARE ALSO GIVEN. DEVELOPED BY A STEERING COMMITTEE OF ADMINISTRATIVE AND SUPERVISORY PERSONNEL, WITH THE AID OF A PRODUCTION COMMITTEE OF TEACHERS, A CURRICULUM WRITER, AND AN ILLUSTRATOR, THE AREAS OF STUDY COVER SUCH TOPICS AS CLOTHING, CHILD CARE, FOODS, HEALTH AND SAFETY, AND HOME MANAGEMENT. COMMUNITY AND SOCIAL LIVING ARE DISCUSSED IN GRADE 9. (AG)

VT 015 623
FRIEDLANDER, JOANNE K.; NEAL, JEAN
STOCK MARKET ABC.

FOLLETT EDUCATIONAL CORP., CHICAGO, ILL.
DOCUMENT NOT AVAILABLE FROM EDRS.
CVTE-X00718
FOLLETT PUBLISHING COMPANY, DIVISION OF FOLLETT CORPORATION, 1010 W. WASHINGTON BLVD., CHICAGO, ILLINOIS 60607 ($2.95)
PUB DATE - 69 98P.PAES
COLLECTION

DESCRIPTORS - *BOOKS; INDEXES (LOCATERS); *INVESTMENT; *MONEY MANAGEMENT; *MONEY SYSTEMS; *FINANCIAL SERVICES; INDUSTRY; SECONDARY GRADES; ADULT EDUCATION
IDENTIFIERS - ECONOMIC AWARENESS

ABSTRACT - THIS BOOK EXPLAINS THE BUYING AND SELLING OF STOCKS AND THE ORGANIZATION AND OPERATION OF THE STOCK MARKET. PERTINENT VOCABULARY TERMS ARE DISCUSSED IN THIS BASIC GUIDE TO THE INVESTMENT WORLD, GEARED FOR READERS OF ALL AGES. AN INDEX IS PROVIDED. LINE DRAWINGS ILLUSTRATE THE TEXT, WRITTEN BY TWO FORMER NEWSPAPER WRITERS AIDED BY TWO STOCK BROKERS. (AG)

VT 015 626
JENSEN, A.K., AND OTHERS
WORLD OF WORK. TEACHER'S GUIDE. A UNIT IN PREVOCATIONAL EDUCATION.

CLEMSON UNIV., S.C. VOCATIONAL EDUCATION MEDIA CENTER.;SOUTH CAROLINA STATE DEPT. OF EDUCATION, COLUMBIA. OFFICE OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
CVTE-C00415
PUB DATE - JUN71 260P.PAES
COLLECTION

DESCRIPTORS - GRADE 9; GRADE 10; *LEARNING ACTIVITIES; BEHAVIORAL OBJECTIVES; UNITS OF STUDY (SUBJECT FIELDS); TEACHING PROCEDURES; RESOURCE MATERIALS; *CAREER PLANNING; WORKSHEETS; VISUAL AIDS; TEACHING TECHNIQUES; MONEY MANAGEMENT; VOCATIONAL DEVELOPMENT; *OCCUPATIONAL CHOICE; INSTRUCTIONAL MATERIALS
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS ROUGH DRAFT OF A VOCATIONAL ORIENTATION UNIT FOR GRADES 9 AND 10 CONTAINS 20 LEARNING ACTIVITIES WITH BEHAVIORAL OBJECTIVES, EQUIPMENT AND MATERIALS LISTS, AND TEACHING PROCEDURES. A RATIONALE, RESOURCE LISTS, STUDENT WORKSHEETS, AND VISUAL AIDS COMPLETE THE UNIT. PREPARED BY SIX

TEACHERS, THIS TEACHING GUIDE INCLUDES A FIELD TRIP, A STUDENT JOB INTERVIEW, IDEAS FOR CAREER PLANNING, AND MONEY MANAGEMENT SUGGESTIONS. (AG)

VT 015 627
SUGGESTIONS FOR IMPLEMENTING AND ORGANIZING PREVOCATIONAL EDUCATION PROGRAMS FOR SOUTH CAROLINA. TEACHER'S GUIDE. A UNIT IN PREVOCATIONAL EDUCATION.

SOUTH CAROLINA STATE DEPT. OF EDUCATION, COLUMBIA. OFFICE OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
CVTE-C00415
PUB DATE - 71 52P.PAES COLLECTION

DESCRIPTORS - *CAREER EDUCATION; *PROGRAM PLANNING; GRADE 9; GRADE 10; EDUCATIONAL FACILITIES; *RESOURCE GUIDES; PROGRAM ADMINISTRATION; PROGRAM DEVELOPMENT; RESOURCE MATERIALS; *INSTRUCTIONAL MATERIALS; SECONDARY GRADES; OCCUPATIONAL CHOICE; EDUCATIONAL EQUIPMENT; *ADMINISTRATOR GUIDES
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS RESOURCE GUIDE IS A ROUGH DRAFT FOR THE USE OF SCHOOL ADMINISTRATORS AND VOCATIONAL COORDINATORS IN DEVELOPING CAREER EDUCATION PROGRAMS FOR GRADES 9 AND 10 IN SOUTH CAROLINA. IT INCLUDES A 6-PAGE INTRODUCTORY RATIONALE AND RESOURCE LISTS OF FACILITIES, EQUIPMENT, AND SUPPLIES. THESE LISTS OF MULTI-MEDIA MATERIALS AND COSTS COVER A VOCATIONAL ORIENTATION UNIT AND 16 OCCUPATIONAL UNITS DEVELOPED BY 16 TEACHERS. THE 16 6-WEEK CAREER EDUCATION UNITS, INTENDED TO FACILITATE OCCUPATIONAL CHOICES, COVER A WIDE RANGE OF AREAS, FROM AGRICULTURE TO SEWING. (AG)

VT 015 630
EPTING, HELEN
CHILD CARE. TEACHER'S GUIDE. A UNIT IN PREVOCATIONAL EDUCATION.

COLUMBIA AREA VOCATIONAL CENTER, S.C.;SOUTH CAROLINA STATE DEPT. OF EDUCATION, COLUMBIA. OFFICE OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
CVTE-C00415
PUB DATE - JUN71 44P.PAES COLLECTION

DESCRIPTORS - *LESSON PLANS; *CHILD CARE OCCUPATIONS; BEHAVIORAL OBJECTIVES; TEACHING PROCEDURES; *DAY CARE SERVICES; LEARNING ACTIVITIES; *UNITS OF STUDY (SUBJECT FIELDS); NURSERY SCHOOLS; KINDERGARTEN; *TEACHING GUIDES; REFERENCE MATERIALS; VISUAL AIDS; INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; EDUCATIONAL EQUIPMENT
IDENTIFIERS - CAREER AWARENESS; BEGINNING COMPETENCE

ABSTRACT - THIS ROUGH DRAFT OF A TEACHING GUIDE ON CHILD CARE, WRITTEN BY A TEACHER, CONTAINS AN INTRODUCTORY RATIONALE, 10 LEARNING ACTIVITIES, REFERENCE AND MATERIALS LISTS, AND VISUAL AIDS. EACH ACTIVITY CONTAINS BEHAVIORAL OBJECTIVES, EQUIPMENT AND MATERIALS LISTS, AND TEACHING PROCEDURES. CHILD-CARE CENTERS, ART, MUSIC, LITERATURE, AND SCIENCE ACTIVITIES ARE DISCUSSED. (AG)

VT 015 637
HASTY, LISWA
FOOD SERVICE. TEACHER'S GUIDE. A UNIT IN PREVOCATIONAL EDUCATION.

SOUTH CAROLINA STATE DEPT. OF EDUCATION, COLUMBIA. OFFICE OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
CVTE-C00415
PUB DATE - JUN71 34P.PAES COLLECTION

DESCRIPTORS - *LEARNING ACTIVITIES; *CAREER EDUCATION; *CAREER OPPORTUNITIES; *UNITS OF STUDY (SUBJECT FIELDS); *FOOD SERVICE OCCUPATIONS; RESOURCE MATERIALS; *REFERENCE MATERIALS; STUDENT EVALUATION; FOOD SERVICE WORKERS; TEACHING TECHNIQUES; AUDIOVISUAL AIDS; INSTRUCTIONAL AIDS; SECONDARY GRADES
IDENTIFIERS - CAREER AWARENESS;

BEGINNING COMPETENCE

ABSTRACT - THIS ROUGH DRAFT OF A 30-HOUR INSTRUCTIONAL UNIT ON FOOD SERVICE INCLUDES 21 LEARNING ACTIVITIES, A RESOURCE LIST, AND A STUDENT EVALUATION WORKSHEET. THE ACTIVITIES FOCUS ON VOCATIONAL AWARENESS, APTITUDE TESTING FOR FOOD SERVICE, AND THE TECHNIQUES OF FOOD SERVICE. EACH ACTIVITY CONTAINS AN OBJECTIVE, EQUIPMENT AND MATERIALS LISTS, AND TEACHING PROCEDURES. THE UNIT, WRITTEN BY A TEACHER, USES AUDIOVISUAL AIDS, DISCUSSIONS, RESOURCE SPEAKERS, AND FIELD TRIPS AS TEACHING TECHNIQUES, TOGETHER WITH LABORATORY WORK. AN INTRODUCTORY RATIONALE, AN OBSERVATION WORKSHEET FOR FOOD SERVICE ESTABLISHMENTS, AND REFERENCE MATERIALS COMPLETE THE UNIT. (AG)

VT 015 642
COLLINS, CONNIE M.
SEWING. TEACHER'S GUIDE. A UNIT IN PREVOCATIONAL EDUCATION.

GREENWOOD AREA VOCATIONAL CENTER, S.C.;SOUTH CAROLINA STATE DEPT. OF EDUCATION, COLUMBIA. OFFICE OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
CVTE-C00415
PUB DATE - JUN71 40P.PAES COLLECTION

DESCRIPTORS - *CAREER EDUCATION; *SEWING INSTRUCTION; COMMUNITY RESOURCES; FIELD TRIPS; INTERVIEWS; EDUCATIONAL OBJECTIVES; BIBLIOGRAPHIES; HUMAN SERVICES; MANUFACTURING; *LEARNING ACTIVITIES; *CLOTHING INSTRUCTION; NEEDLE TRADES; INSTRUCTIONAL MATERIALS; *TEACHING GUIDES; RESOURCE MATERIALS; TEACHING PROCEDURES; VOCATIONAL DEVELOPMENT; *PREVOCATIONAL EDUCATION
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS 1971 DRAFT OF AN INSTRUCTIONAL UNIT ON SEWING DESCRIBES 24 LEARNING ACTIVITIES AND FOUR SUPPLEMENTARY ACTIVITIES, EACH GIVING OBJECTIVES, EQUIPMENT, MATERIALS, AND TEACHING PROCEDURES. THE INTRODUCTION BRIEFLY DESCRIBES VOCATIONAL OPPORTUNITIES IN SEWING. EQUIPMENT COSTS AND A BIBLIOGRAPHY COMPLETE THE UNIT WHICH WAS WRITTEN BY A TEACHER AT A VOCATIONAL CENTER. THE CLASS ACTIVITIES FOCUS ON FIELD TRIPS, AN INTERVIEW, A RESOURCE SPEAKER, SIMPLE SEWING, AND USE OF A SEWING MACHINE. (AG)

VT 015 643
TAYLOR, W.C.
TEXTILES. TEACHER'S GUIDE. A UNIT IN PREVOCATIONAL EDUCATION.

SOUTH CAROLINA STATE DEPT. OF EDUCATION, COLUMBIA. OFFICE OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
CVTE-C00415
PUB DATE - JUN71 33P.PAES COLLECTION

DESCRIPTORS - *CAREER EDUCATION; *TEACHING GUIDES; INSTRUCTIONAL MATERIALS; *PREVOCATIONAL EDUCATION; RESOURCE MATERIALS; REFERENCE MATERIALS; TEACHING PROCEDURES; EDUCATIONAL OBJECTIVES; EDUCATIONAL EQUIPMENT; *VISUAL AIDS; *LEARNING ACTIVITIES; UNITS OF STUDY (SUBJECT FIELDS) UNIT PLAN; VOCABULARY; *TEXTILES INSTRUCTION; MANUFACTURING
IDENTIFIERS - BEGINNING COMPETENCE

ABSTRACT - THIS ROUGH DRAFT OF A BEGINNING INSTRUCTIONAL UNIT ON TEXTILES PROVIDES 10 LEARNING ACTIVITIES WITH DIAGRAMS AND ILLUSTRATIONS OF KNOT TYING. A VOCABULARY LIST, TRANSPARENCY LIST, AND STUDENT READING MATERIALS ARE INCLUDED. A LIST OF RESOURCE AND REFERENCE MATERIALS COMPLETES THE UNIT, WRITTEN BY A VOCATIONAL SCHOOL TEXTILES INSTRUCTOR. AN INTRODUCTORY RATIONALE DISCUSSES VOCATIONAL OPPORTUNITIES IN THE TEXTILE INDUSTRY. EACH ACTIVITY CONTAINS OBJECTIVES, MATERIALS AND EQUIPMENT LISTS, AND TEACHING PROCEDURES. (AG)

VT 015 651 ED 065 667
CRAWFORD, FRED L.
CAREER PLANNING FOR THE BLIND. A MANUAL FOR STUDENTS AND TEACHERS.

HADLEY SCHOOL FOR THE BLIND,
WINNETKA, ILL.
VOCATIONAL REHABILITATION ADMINISTRATION (DHEW), WASHINGTON, D.C.;MOUNT PROSPECT LIONS CLUB, ILL.
EDRS PRICE MF-$0.65 HC-$6.58.
CVTE-X00696
THE HADLEY SCHOOL FOR THE BLIND, 700 ELM STREET, WINNETKA, ILLINOIS 60093 (PRINT, LG. TYPE, BRAILLE, RECORDS, $3.95)
PUB DATE - 66 197P.PAES COLLECTION

DESCRIPTORS - *CAREER EDUCATION; *CAREER PLANNING; *MANUALS; VOCATIONAL COUNSELING; *BLIND; HANDICAPPED STUDENTS; *VISUALLY HANDICAPPED; INSTRUCTIONAL MATERIALS; STUDY GUIDES; RETIREMENT; JOB PLACEMENT; OCCUPATIONAL INFORMATION; VOCATIONAL REHABILITATION; TEXTBOOKS; COURSE CONTENT; VOCATIONAL DEVELOPMENT; HOME STUDY; WORKBOOKS

ABSTRACT - WRITTEN BY THE ADMINISTRATOR OF EDUCATION AND PROFESSIONAL PLACEMENT SCIENCES OF THE NEW YORK ASSOCIATION FOR THE BLIND (THE LIGHTHOUSE), THIS MANUAL WAS DESIGNED FOR USE IN A CLASSROOM SITUATION, IN A TUTORIAL SETTING, OR BY A REHABILITATION CENTER AS AN INFORMAL TRAINING PROGRAM. IT ALSO FORMS THE BASIS FOR A CORRESPONDENCE STUDY COURSE AS OFFERED BY THE HADLEY SCHOOL FOR THE BLIND. INCLUDED IN THE MANUAL IS INFORMATION ON EVALUATING THE LABOR MARKET AND THE WORLD OF WORK AND A PRESENTATION OF METHODS AND TECHNIQUES FOR SELECTING A JOB. FOR THOSE WHO LOSE THEIR SIGHT IN ADULTHOOD, SUCH CHAPTERS AS THE ONE ON THE EFFECTS OF BLINDNESS IN PLANNING FOR EMPLOYMENT CAN HELP IN ADJUSTING TO THE NEW ENVIRONMENT OF THE BLIND. OTHER CHAPTERS DEAL WITH TOPICS SUCH AS: (1) WHAT IS A CAREER? (2) FACTORS THAT MAY CONTRIBUTE TO INDIVIDUAL SUCCESS, (3) COMMUNITY RESOURCES, (4) MEASUREMENT AND EVALUATION, (5) SELF-APPRAISAL, (6) SHOULD YOU HAVE HELP IN GETTING A JOB? (7) NEW CAREERS IN BUSINESS OR SELF-EMPLOYMENT, AND (8) PLANNING FOR RETIREMENT. ALSO INCLUDED IS A WORKBOOK FOR CAREER PLANNING. (AUTHOR/JS)

VT 015 684 ED 064 487
A CURRICULUM GUIDE FOR HUMAN RELATIONS EDUCATION IN OKLAHOMA SCHOOLS.

OKLAHOMA CURRICULUM IMPROVEMENT COMMISSION, OKLAHOMA CITY.
OKLAHOMA STATE DEPT. OF EDUCATION, OKLAHOMA CITY
EDRS PRICE MF-$0.65 HC-$3.29.
PUB DATE - 71 48P.

DESCRIPTORS - *CURRICULUM GUIDES; *HUMAN RELATIONS; HUMAN RELATIONS PROGRAMS; *RESOURCE GUIDES; *INSERVICE TEACHER EDUCATION; CAREER EDUCATION; ELEMENTARY GRADES; SECONDARY GRADES; LEARNING ACTIVITIES; BEHAVIORALOBJECTIVES; EDUCATIONAL RESOURCES; *INTEGRATED CURRICULUM

ABSTRACT - DEVELOPED BY A STATE COMMITTEE ON HUMAN RELATIONS FOR ADMINISTRATORS, CLASSROOM TEACHERS, SPECIAL SERVICE PERSONNEL, PARENTS, AND COMMUNITY GROUPS, THIS CURRICULUM GUIDE CONTAINS IDEAS AND SUGGESTIONS FOR IMPLEMENTING PRINCIPLES OF HUMAN RELATIONS INTO THE EDUCATIONAL SYSTEM. MAJOR SECTIONS DISCUSS: (1) THE AMERICAN DEMOCRATIC SOCIETY, (2) MAJOR AREAS OF CONCERN OR CONFLICT IN HUMAN RELATIONS, (3) WHAT "GOOD HUMAN RELATIONS" MEANS, AND (4) IMPROVING HUMAN RELATIONS UNDERSTANDING IN THE SCHOOL. THE GUIDE ALSO CONTAINS NINE RESOURCE UNITS FOR DIFFERENT GRADE LEVELS, WHICH COVER SUCH TOPICS AS UNDERSTANDING DIFFERENT CULTURES, DEVELOPING SELF CONCEPTS, AND READING, AND FIVE INSERVICE TEACHER TRAINING PROGRAMS, WHICH COVER SUCH TOPICS AS BLACK MUSIC, DESEGREGATION, INTEGRATION, AND INDIAN EDUCATION. INCLUDED WITH THE RESOURCE UNITS AND INSERVICE PROGRAMS ARE CONCEPTS TO BE DEVELOPED, BEHAVIORAL OBJECTIVES, LEARNING ACTIVITIES, AND

EDUCATIONAL RESOURCES. A SELF EVALUATION FORM FOR TEACHERS AND ADMINISTRATORS IS ALSO INCLUDED. (SB)

VT 015 694 ED 064 488
HEALTH. AN INSTRUCTIONAL GUIDE.

LOS ANGELES CITY SCHOOLS, CALIF.
EDRS PRICE MF-$0.65 HC-$26.31.
CVTE-N-118-X-LEA
PUB DATE - ND 753P.PAES COLLECTION

DESCRIPTORS - *HEALTH EDUCATION; *CURRICULUM GUIDES; TEACHING GUIDES; *SECONDARY GRADES; GRADE 11; GRADE 12; EDUCATIONAL OBJECTIVES; LEARNING ACTIVITIES; BIBLIOGRAPHIES; RESOURCE MATERIALS; EVALUATION TECHNIQUES; COURSE CONTENT; INSTRUCTIONAL MATERIALS

ABSTRACT - THIS CURRICULUM GUIDE HAS BEEN PREPARED TO ASSIST SENIOR HIGH SCHOOL TEACHERS IN PROVIDING A 1-SEMESTER COURSE IN HEALTH FOR GRADE 11 OR 12. DEVELOPED BY TEACHERS, HEALTH COORDINATORS, SCHOOL HEALTH SERVICES PERSONNEL, AND REPRESENTATIVES OF 23 COMMUNITY HEALTH ORGANIZATIONS AND AGENCIES, THE GUIDE FIRST PRESENTS AN OVERVIEW OF THE BASIC CONCEPTS AND UNDERSTANDINGS TO BE DEVELOPED IN EACH OF THE SEVEN UNITS, WHICH COVER SUCH TOPICS AS NUTRITION, NARCOTICS, ALCOHOL, FIRST AID, AND CONSUMER PROTECTION. CONTAINED IN EACH UNIT ARE: (1) A DISCUSSION OF THE SCOPE OF THE UNIT, INCLUDING UNIT OBJECTIVES AND SUGGESTED TIME ALLOTMENTS WHICH RANGE FROM 1 TO 4 WEEKS, (2) AN OUTLINE OF THE CONTENT WHICH IS CORRELATED TO LEARNING ACTIVITIES AND RESOURCES, AND (3) AN EXPLANATION OF SUGGESTED EVALUATION PROCEDURES, INCLUDING TESTS AND INVENTORIES, CLASSWORK PERFORMANCE, SELF-APPRAISAL, AND TEACHER OBSERVATIONS. A BIBLIOGRAPHY OF BOOKS FOR EACH UNIT IS PROVIDED. (SB)

VT 015 709 ED 064 491
OSBORN, WILLIAM C., AND OTHERS
AN INSTRUCTIONAL PROGRAM FOR EMPLOYABILITY ORIENTATION.

HUMAN RESOURCES RESEARCH ORGANIZATION, ALEXANDRIA, VA.
MANPOWER ADMINISTRATION (DOL), WASHINGTON, D.C.
EDRS PRICE MF-$0.65 HC-$13.16.
HUMRRO-TR-72-4
PUB DATE - FEB72 308P.

DESCRIPTORS - *CAREER EDUCATION; *DISADVANTAGED GROUPS; DECISION MAKING; CAREER PLANNING; *EMPLOYMENT QUALIFICATIONS; ADULT EDUCATION; MANUALS; *PROGRAM DEVELOPMENT; CURRICULUM GUIDES; RESOURCE GUIDES; *TEACHING GUIDES; INSTRUCTIONAL AIDS; EDUCATIONAL RESOURCES; BEHAVIORAL OBJECTIVES; TEACHING PROCEDURES; TEACHING METHODS; EDUCATIONAL EQUIPMENT
IDENTIFIERS - *WORK INCENTIVE PROGRAMS; WIN; EMPLOYMENT SKILLS

ABSTRACT - PREPARED BY A GROUP OF SCIENTISTS FROM AN ANALYSIS OF WORK INCENTIVE (WIN) PROGRAM GOALS AND A NATIONAL SURVEY TO IDENTIFY EXPECTED ENROLLEE BEHAVIOR, THIS 2-PART HANDBOOK IS INTENDED PRIMARILY FOR USE BY WIN TEAMS IN DEVELOPING AN EMPLOYABILITY TRAINING AND ORIENTATION PROGRAM FOR WIN POPULATIONS BUT WOULD BE USEFUL FOR WORK WITH SIMILAR TRAINEES. THE GOALS OF THE ORIENTATION PROGRAM ARE TO ENABLE THE ENROLLEE TO: (1) COPE WITH THE HOME ENVIRONMENT, (2) REALISTICALLY ASSESS HIS/HER VOCATIONAL GOALS, (3) OBTAIN AN APPROPRIATE JOB, AND (4) PERFORM SUCCESSFULLY WITHIN A VOCATION. PART 1 CONTAINS GUIDELINES TO BE USED BY PROGRAM MANGERS IN SPECIFYING AREAS TO BE INCLUDED IN THE PROGRAM, DETERMINING ENROLLEE NEEDS, AND SEQUENCING INSTRUCTIONAL UNITS. PART 2 IS INTENDED FOR THE CLASSROOM INSTRUCTOR AND CONSISTS OF 18 INSTRUCTIONAL MODULES, WHICH ENCOMASS TRAINING TOPICS ORGANIZED AROUND 51 BEHAVIORAL OBJECTIVES AND CONTAIN FROM ONE TO NINE INSTRUCTIONAL UNITS PER MODULE, TESTS FOR EVALUATING ENROLLEE ACHIEVEMENT, AND REFERENCES. THE INSTRUCTIONAL UNITS CONTAIN GOALS, SUGGESTED TEACHING METHODS AND PROCEDURES, MATERIALS, SUPPORT

MATERIAL IN THE FORM OF ILLUSTRATIONS AND SAMPLE STUDENT MATERIAL, AND AN INSTRUCTIONAL OUTLINE SHOWING THE RELATIONSHIP BETWEEN INSTRUCTIONAL STEPS AND THE SKILL AND KNOWLEDGE REQUIREMENTS COVERED IN THE UNIT. (SB)

VT 015 726   ED 064 493
CARRER DEVELOPMENT RESOURCE GUIDE, GRADES 6-8. IT'S TIME TO PLAN.

HOWARD COUNTY BOARD OF EDUCATION, CLARKSVILLE, MD.
EDRS PRICE MF-$0.65 HC-$6.58.
CVTE-000766-X-PAES
PUB DATE -   71   161P.

DESCRIPTORS - *CAREER EDUCATION; *RESOURCE GUIDES; TEACHING GUIDES; BIBLIOGRAPHIES; *INTERMEDIATE GRADES; OCCUPATIONS; OCCUPATIONAL INFORMATION; *INTEGRATED CURRICULUM; *VOCATIONAL DEVELOPMENT; SELF CONCEPT; WORK ATTITUDES; LEISURE TIME; LEARNING ACTIVITIES; EDUCATIONAL OBJECTIVES; UNIT PLAN; TEACHING PROCEDURES; EVALUATION TECHNIQUES
IDENTIFIERS - *CAREER EXPLORATION; SELF AWARENESS; ATTITUDE APPRECIATIONS

ABSTRACT - DEVELOPED BY A SUPERVISOR OF GUIDANCE AND TESTING AND A SUPERVISOR OF VOCATIONAL EDUCATION AND INDUSTRIAL ARTS, WITH THE AID OF MIDDLE SCHOOL TEACHERS, COUNSELORS, AND CONSULTANTS, THIS RESOURCE GUIDE FOR GRADES 6-8 CONTAINS IDEAS AND ACTIVITIES FOR INCORPORATING A PROGRAM OF CAREER EXPLORATION INTO THE MIDDLE SCHOOL CURRICULUM. INTENDED TO HELP CHILDREN DEVELOP POSITIVE AND REALISTIC SELF CONCEPTS, WHOLESOME WORK ATTITUDES, AND KNOWLEDGE OF THE WORLD OF WORK AND PROFITABLE USE OF LEISURE TIME, EXPLORATION ACTIVITIES ARE SUGGESTED BY GRADE LEVEL FOR SOCIAL STUDIES, LANGUAGE ARTS, MATHEMATICS, SCIENCE, ART, MUSIC, HOME ECONOMICS, INDUSTRIAL ARTS, AND PHYSICAL EDUCATION. SAMPLE LESSON PLANS KEYED TO A GENERALIZATION AND DEVELOPMENTAL CONCEPT AND CONTAINING RATIONALES, OBJECTIVES, TEACHING STRATEGIES, AND EVALUATION SUGGESTIONS ARE INCLUDED FOR EACH SUBJECT MATTER AREA. A NUMBER OF TECHNIQUES ARE SUGGESTED FOR ACCOMPLISHING THE CONCEPTS, INCLUDING FIELD TRIPS, RESOURCE PERSONS, CLASS DISCUSSIONS, FILMS AND FILMSTRIPS, AND INDIVIDUAL PROJECTS. SAMPLE STUDENT MATERIALS AND A BIBLIOGRAPHY OF TEACHER AND STUDENT REFERENCES ARE INCLUDED. A RESOURCE GUIDE FOR GRADES K-5 IS AVAILABLE AS VT 015 727 IN THIS ISSUE. (SB)

VT 015 755   ED 064 497
PRE-INDUSTRIAL PREPARATION PROGRAM HANDBOOK. VOCATIONAL-TECHNICAL EDUCATION.

HAWAII STATE DEPT. OF EDUCATION, HONOLULU. OFFICE OF INSTRUCTIONAL SERVICES.
EDRS PRICE MF-$0.65 HC-$6.58.
TAC-72-4520
PUB DATE - MAY72   134P.

DESCRIPTORS - *VOCATIONAL EDUCATION; *TECHNICAL EDUCATION; *INSTRUCTIONAL MATERIALS; *PROGRAM GUIDES; PROGRAM ADMINISTRATION; VERBAL ABILITY; SCIENTIFIC METHODOLOGY; MATHEMATICAL EXPERIENCE; SECONDARY GRADES; *OCCUPATIONAL INFORMATION; SKILL DEVELOPMENT; ADMINISTRATIVE PRINCIPLES; EDUCATIONALLY DISADVANTAGED; *PREVOCATIONAL EDUCATION
IDENTIFIERS - *PROGRAM IMPLEMENTATION

ABSTRACT - DEVELOPED IN A WORKSHOP BY PRINCIPALS, COUNSELORS, AND TEACHERS, THIS HANDBOOK IS DESIGNED TO SERVE AS A GUIDE FOR PROGRAM IMPLEMENTATION AND TO PRESENT AN ORIENTATION TO THE PRE-INDUSTRIAL PREPARATION PROGRAM. THE PRIMARY GOAL OF THE PROGRAM IS TO HELP ACADEMICALLY DEPRIVED STUDENTS IMPROVE THEIR BASIC VERBAL, SCIENTIFIC, AND MATHEMATICAL SKILLS BY CORRELATING THE SPECIFIC OCCUPATIONAL EXPERIENCES TO THESE ACADEMIC SKILLS. THREE NEW SUBPROGRAMS ARE OFFERED TO STUDENTS: (1) TO TAKE EMPLOYMENT AT ENTRY-LEVEL JOBS ON GRADUATION, (2) TO MOVE TOWARD OCCUPATIONAL SPECIALIZATION AT COMMUNITY COLLEGES, TRADE AND TECHNICAL SCHOOLS, OR IN APPRENTICESHIPS, AND (3) TO CONTINUE ON INTO PREPARATION FOR PROFESSIONS. SAMPLE OCCUPATIONAL UNITS OF INSTRUCTION ARE INCLUDED IN THE AREAS OF: (1) BUSINESS, (2) PERSONAL/PUBLIC SERVICE, (3) FOOD SERVICE, (4) CONSTRUCTION/CIVIL TECHNOLOGY, (5) ELECTRICAL/ELECTRONICS, (6) MECHANICAL, AND (7) GRAPHIC ARTS. LISTS OF STANDARD TOOLS AND EQUIPMENT, SAMPLE PLANS FOR IMPLEMENTATION, TASK ANALYSIS INFORMATION, A PROGRAM EVALUATION INSTRUMENT, COURSES OF STUDY, AND A BEHAVIOR DESCRIPTION SCALE ARE APPENDED. (GEB)

VT 015 820 ED 064 501
JOLLY, WILLIAM W., ED.
HANDS ON. A COMPREHENSIVE PROGRAM OF CAREER ORIENTATION FOR HIGH SCHOOL STUDENTS.

KNOX COUNTY DEPT. OF PUBLIC INSTRUCTION, KNOXVILLE. DEPT. OF VOCATIONAL EDUCATION.
EDRS PRICE MF-$0.65 HC-$9.87.
CVTE-000094-X-CCEM
PUB DATE - 71 246P.PAES COLLECTION

DESCRIPTORS - *CAREER EDUCATION; VOCATIONAL EDUCATION; *OCCUPATIONAL INFORMATION; CAREER PLANNING; SECONDARY GRADES; SKILL DEVELOPMENT; EDUCATIONAL PHILOSOPHY; EDUCATIONAL OBJECTIVES; *LEARNING ACTIVITIES; *INSTRUCTIONAL MATERIALS; TEACHING GUIDES; *MANUALS; VOCATIONAL DEVELOPMENT; WORK ATTITUDES; DEVELOPMENTAL PROGRAMS
IDENTIFIERS - *OCCUPATIONAL EXPLORATION; SELF AWARENESS; CAREER AWARENESS; ATTITUDES APPRECIATIONS

ABSTRACT - THIS PUBLICATION IS THE COMPLETED PORTION OF THE HIGH SCHOOL SEGMENT OF A COMPREHENSIVE PROGRAM FOR CONTEMPORARY CURRICULUM DESIGN IN VOCATIONAL EDUCATION. THE ENTIRE PROGRAM EMBRACES CAREER DEVELOPMENT CURRICULUM FOR KINDERGARTEN THROUGH GRADE 12 AND UTILIZES EXTENSIVE TEACHER-STUDENT PARTICIPATION IN THE DEVELOPMENT OF INSTRUCTIONAL MATERIALS. THIS DOCUMENT PRESENTS COMPLETED MATERIALS OF THE PLANNED FOUR MAJOR UNITS OF: (1) SELF-AWARENESS, (2) OCCUPATIONAL INFORMATION, (3) WORK ATTITUDES, AND (4) JOB EXPLORATION WITH HANDS-ON EXPERIENCES. THE FIRST CHAPTER IS DEVOTED TO A DISCUSSION OF CAREER ORIENTATION INCLUDING STATEMENTS OF PHILOSOPHY AND OBJECTIVES. THE SECOND CHAPTER INCLUDES INSTRUCTIONAL MATERIAL FOR THE UNIT ON JOB EXPLORATION WITH HANDS-ON EXPERIENCES. SPECIFIC TOPICS INCLUDE: (1) APPLIANCE SERVICE, (2) AUTO INDUSTRIES, (3) COMMERCIAL FOODS, (4) HEALTH OCCUPATIONS, (5) ORNAMENTAL HORTICULTURE, AND (6) WELDING. PERTINENT QUESTIONS AND ANSWERS REGARDING GENERAL OCCUPATION INFORMATION, AND ILLUSTRATED ACTIVITIES ARE PRESENTED FOR EACH TOPIC. (GEB)

VT 015 822
GELATT, H.B.; CAREY, R.W.
HELPING STUDENTS LEARN DECISION-MAKING. A PARENT'S HANDBOOK.

PALO ALTO UNIFIED SCHOOL DISTRICT, CALIF.
CALIFORNIA STATE DEPT. OF EDUCATION, SACRAMENTO
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 118P.PAES COLLECTION

DESCRIPTORS - *CAREER EDUCATION; *EDUCATIONAL GUIDANCE; *VOCATIONAL DEVELOPMENT; STUDENT INTERESTS; *PARENT STUDENT RELATIONSHIP; ANNOTATED BIBLIOGRAPHIES; CARTOONS; CHARTS; DECISION MAKING SKILLS; PERSONAL VALUES; COMMUNICATION (THOUGHT TRANSFER); COLLEGE CHOICE; SECONDARY GRADES; *DECISION MAKING
IDENTIFIERS - DECISIONS; ATTITUDES APPRECIATIONS; CAREER AWARENESS

ABSTRACT - THIS BOOKLET, ILLUSTRATED WITH CARTOONS AND QUOTATIONS, PROVIDES CHECKLISTS, QUESTIONNAIRES, AND RESULTS OF QUESTIONNAIRES AS A GUIDE FOR PARENTS IN HELPING STUDENTS DEVELOP

DECISION MAKING SKILLS. WRITTEN BY TWO GUIDANCE SPECIALISTS TO INVOLVE PARENTS IN THE PALO ALTO SECONDARY GUIDANCE PROGRAM AND FUNDED BY THE NATIONAL DEFENSE EDUCATION ACT, THE GUIDE DISCUSSES ADULT-TEENAGER COMMUNICATIONS AND THE DEVELOPMENT OF VALUES, AS WELL AS FOCUSING ON THE EDUCATIONAL DECISIONS OF PALO ALTO STUDENTS IN REFERENCE TO COLLEGE CHOICES. CHARTS DETAILING COLLEGE ENTRANCE REQUIREMENTS, COLLEGE COSTS, CHARACTERISTICS OF THE STUDENT BODY, AND OTHER INFORMATION ARE INCLUDED. AN ANNOTATED BIBLIOGRAPHY IS PROVIDED, AND SPECIFIC SUGGESTIONS FOR PARENTS ARE GIVEN. (AG)

VT 015 836 ED 065 671
WORLD OF WORK. FIRST YEAR REPORT, 1971-1972.

MOUNT PLEASANT PUBLIC SCHOOLS, MICH.
DOCUMENT NOT AVAILABLE FROM EDRS.
MT. PLEASANT BOARD OF EDUCATION, MT. PLEASANT PUBLIC SCHOOLS, MT. PLEASANT, MICHIGAN 48858 ($12.00)
PUB DATE - ND 278P.

DESCRIPTORS - *CAREER EDUCATION; *OCCUPATIONAL CLUSTERS; *RESOURCE GUIDES; INTEGRATED CURRICULUM; EDUCATIONAL OBJECTIVES; RESOURCE UNITS; *ELEMENTARY EDUCATION; *PILOT PROJECTS; CURRICULUM DEVELOPMENT; RESOURCE MATERIALS; LEARNING ACTIVITIES; STUDENT EVALUATION; HUMANITIES; MARKETING; INDUSTRY
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - PREPARED DURING THE FIRST YEAR OF A 3-YEAR PILOT PROGRAM, THIS WORKING DRAFT OF A RESOURCE GUIDE REPRESENTS EFFORTS TO DEVELOP AND FIELD TEST RESOURCE UNITS FOR CAREER EDUCATION, GRADES 1-6. THE UNITS, WHICH INCLUDE OBJECTIVES AND LEARNING ACTIVITIES, ARE CLUSTERED AS FOLLOWS: (1) DISTRIBUTION AND MARKETING, (2) AGRICULTURE-NATURAL RESOURCES, (3) FINE ARTS AND HUMANITIES, (4) COMMUNICATIONS AND MEDIA, (5) CONSTRUCTION, (6) HEALTH, (7) HOSPITALITY AND RECREATION, (8) MANUFACTURING, (9) OFFICE AND BUSINESS, (10) TRANSPORTATION, (11) ENVIRONMENTAL CONTROL, (12) PUBLIC SERVICE, AND (13) CONSUMER AND HOMEMAKING. ALSO INCLUDED ARE AN INTEGRATED PLAN FOR THE CURRICULUM, A SUGGESTED PLAN FOR PRESENTING THE UNITS TO THE VARIOUS GRADES, AND A SAMPLE UNIT OUTLINE. THE MATERIAL WAS WRITTEN BY A SCHOOL PRINCIPAL AND HIS INSCHOOL TEACHERS, WHO WORKED TO PRESERVE THE INDIVIDUALITY OF EACH UNIT PLAN SO THAT EACH MIGHT SERVE AS A SPRINGBOARD FOR OTHER TEACHERS. THE MORE FULLY DEVELOPED UNITS CONTAIN BIBLIOGRAPHIES AND EVALUATION GUIDELINES. (CD)

VT 015 863 ED 064 502
WORKSHOP HANDBOOK: WRITING MEASURABLE OBJECTIVES FOR CAREER EDUCATION.

ILLINOIS STATE BOARD OF VOCATIONAL EDUCATION AND REHABILITATION, SPRINGFIELD. VOCATIONAL AND TECHNICAL EDUCATION DIV.
EDRS PRICE MF-$0.65 HC-$3.29.
PUB DATE - ND 89P.

DESCRIPTORS - *CAREER EDUCATION; *BEHAVIORAL OBJECTIVES; *MANUALS; GUIDELINES; PROGRAM DEVELOPMENT; *TECHNIQUES; *WRITING EXERCISES

ABSTRACT - DESIGNED FOR USE IN A 2-DAY WORKSHOP, THIS HANDBOOK EXPLAINS THE ADVANTAGES OF USING MEASURABLE OBJECTIVES IN CAREER EDUCATION AND INCLUDES TECHNIQUES FOR WRITING THE OBJECTIVES. ONE DAY (6 HOURS) SHOULD BE DEVOTED TO THE HANDBOOK, AND A SECOND TO WRITING WORK SESSIONS. ARRANGED IN OUTLINE FORMAT, THE COLOR-CODED HANDBOOK INCORPORATES SECTIONS ON: (1) WHAT ARE MEASURABLE OBJECTIVES? (2) WHY WRITE STUDENT PERFORMANCE OBJECTIVES? (3) WHY WRITE PROGRAM MANAGEMENT OBJECTIVES? (4) WHAT ARE THE COMPONENTS OF A MEASURABLE OBJECTIVE? AND (5) WHAT ARE SOME TECHNIQUES USEFUL IN WRITING MEASURABLE OBJECTIVES? INCLUDED IN THE APPENDIXES ARE TECHNIQUES FOR JOB COMPETENCY IDENTIFICATION AND PROCEDURES FOR OBJECTIVES WRITING.

THIS BULLETIN WAS PREPARED BY A DEAN OF CAREER EDUCATION AND AN ASSOCIATE DEAN OF CURRICULUM DEVELOPMENT AT JOLIET JUNIOR COLLEGE, ILLINOIS, AND ASSISTANCE IN DESIGNING AND CONDUCTING SUCH A WORKSHOP IS AVAILABLE FROM THE AUTHORS OF THE DIVISION OF VOCATIONAL AND TECHNICAL EDUCATION, ILLINOIS. (JS)

VT 015 880 ED 065 674
HOME ECONOMICS OCCUPATIONS. AN EXPLORATORY UNIT.

OREGON STATE BOARD OF EDUCATION, SALEM. DIV. OF COMMUNITY COLLEGES AND CAREER EDUCATION.
EDRS PRICE MF-$0.65 HC-$3.29.
PUB DATE - 71 58P.

DESCRIPTORS - *CAREER EDUCATION; HOME ECONOMICS EDUCATION; *OCCUPATIONAL INFORMATION; *RESOURCE UNITS; *CONCEPT TEACHING; EDUCATIONAL OBJECTIVES; INSTRUCTIONAL MATERIALS; SECONDARY GRADES; SELF CONCEPT; EMPLOYMENT QUALIFICATIONS; TEACHING TECHNIQUES; *TEACHING GUIDES; VOCATIONAL HOME ECONOMICS
IDENTIFIERS - *CAREER EXPLORATION

ABSTRACT - RESULTING FROM A SERIES OF WORKSHOPS FOR LOCAL TEACHERS HELD IN APRIL 1968, THIS RESOURCE UNIT PROVIDES GUIDELINES FOR TEACHERS WHO PLAN TO EXPLORE THE WORLD OF WORK IN THEIR PROGRAMS. DEVELOPED FOR USE IN GRADES 7-10, THE UNIT OUTLINES THE TEACHING OF SIX MAJOR CONCEPTS: (1) WORLD OF WORK, (2) SELF CONCEPT OF WORK, (3) PERSONAL GROOMING AND HEALTH, (4) REQUIREMENTS FOR WORKING, (5) DUAL ROLE OF WOMEN, AND (6) HOME ECONOMICS ORIENTED OCCUPATIONS. ALSO INCLUDED ARE EDUCATIONAL GOALS AND CONCEPTS, LEARNING EXPERIENCES, AND GENERALIZATIONS. APPENDED ARE A WORKING VOCABULARY FOR THE UNIT AND SAMPLE STUDENT REACTION FORMS. (JS)

VT 015 881
GUIDE FOR OCCUPATIONAL INFORMATION. JUNIOR HIGH SPECIAL CURRICULUM, GRADES 7-8-9.

BALTIMORE CITY PUBLIC SCHOOLS, MD. DIV. OF SPECIAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
CVTE-000326-X-CCEM
PUB DATE - 69 211P.PAES COLLECTION

DESCRIPTORS - GRADE 7; GRADE 8; GRADE 9; *OCCUPATIONAL INFORMATION; *PREVOCATIONAL EDUCATION; *SPECIAL EDUCATION; *TEACHING GUIDES; *VOCATIONAL DEVELOPMENT; JOB APPLICATION; EDUCABLE MENTALLY HANDICAPPED; GENERALIZATIONS; RESOURCE MATERIALS; LEARNING ACTIVITIES; VISUAL AIDS; JOB PLACEMENT
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS TRIAL TEACHING GUIDE FOR SPECIAL CLASSES IN GRADES 7, 8, AND 9 PROVIDES OCCUPATIONAL INFORMATION ON UNSKILLED AND SEMISKILLED VOCATIONS BY MEANS OF GENERALIZATIONS CORRELATED WITH SUBJECT CONTENT AND LEARNING ACTIVITIES. RESOURCE MATERIALS ARE LISTED, TOGETHER WITH A TABLE FOR PLACEMENT OF UNITS AT EACH GRADE LEVEL. THE EXTENSIVE APPENDIXES COVER SAMPLE JOB APPLICATION FORMS AND VOCATIONAL REQUIREMENTS TO AID IN JOB PLACEMENT. DEVELOPED BY A SPECIAL CURRICULUM WRITING TEAM, THIS UNIT WILL HELP PREPARE THE SPECIAL STUDENT FOR THE WORKING WORLD. (AG)

VT 015 939 ED 065 677
VOCATIONAL DEVELOPMENT IN THE ELEMENTARY SCHOOL. A CURRICULUM RESOURCE GUIDE.

MID-HUDSON CAREER DEVELOPMENT AND INFORMATION CENTER, BEACON, N.Y.;NEW YORK STATE EDUCATION DEPT., ALBANY.;MID-HUDSON INDUSTRIAL ASSOCIATION.
EDRS PRICE MF-$0.65 HC-$13.16.
CVTE-000545-X-CCEM
PUB DATE - 70 352P.PAES COLLECTION

DESCRIPTORS - RESOURCE MATERIALS; *CURRICULUM GUIDES; *ELEMENTARY GRADES; QUESTIONING TECHNIQUES; *VOCATIONAL DEVELOPMENT; *CAREER EDUCATION; OCCUPATIONAL CHOICE;

TEACHING TECHNIQUES; VISUAL AIDS; CONCEPTUAL SCHEMES; OCCUPATIONAL INFORMATION; LEARNING ACTIVITIES; *SOCIAL SCIENCES
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS RESOURCE GUIDE FOR VOCATIONAL DEVELOPMENT CURRICULUMS IN THE ELEMENTARY GRADES PROVIDES SUBJECT CONTENT, CONCEPTS, TEACHING TECHNIQUES, RELATED CONCEPTS, AND RESOURCES FOR OCCUPATIONAL ACTIVITIES, FOCUSING MAINLY ON SOCIAL STUDIES. THE PROGRAM WORKS FROM THE PRINCIPLE THAT ALL YOUNG PEOPLE WILL BE ENTERING THE WORLD OF WORK; THEREFORE ALL STUDENTS ARE CONTINUOUSLY EXPOSED TO COMMUNITY ECONOMIC OPPORTUNITIES, GOOD WORK HABITS AND ATTITUDES ARE ENCOURAGED, AND COMMUNITY INVOLVEMENT IN THE CURRICULUM IS STIMULATED. PRESENTED SEPARATELY FOR THE PRIMARY AND INTERMEDIATE GRADES IN A FIVE-COLUMN FORMAT, THIS CHART FOR ELEMENTARY SCHOOL TEACHERS COVERS FIVE AREAS BY MEANS OF QUESTIONING TECHNIQUES: (1) PHILOSOPHICAL, (2) SOCIOLOGICAL, (3) PSYCHOLOGICAL-PHYSIOLOGICAL, (4) ECONOMIC, AND (5) EDUCATIONAL. DEVELOPED BY A WORKSHOP OF ELEMENTARY SCHOOL TEACHERS, THIS CURRICULUM SUPPLEMENT INCLUDES APPENDIXES GIVING SELECTED JOB TITLES, INSTRUCTIONS FOR USING THE DICTIONARY OF OCCUPATIONAL TITLES, AND A CIRCLE GRAPH ON JOB BENEFITS. SPACE FOR THE TEACHER'S NOTES IS PROVIDED. (AG)

VT 015 943 ED 064 510
OLSON, LEVENE A., ED.
CAREER AWARENESS EDUCATION: INTRODUCTION, INSTRUCTIONAL RESOURCE UNITS, AND ANNOTATED BIBLIOGRAPHY.

MARSHALL UNIV., HUNTINGTON, W.VA. DEPT. OF VOCATIONAL-TECHNICAL EDUCATION.
EDRS PRICE MF-$0.65 HC-$6.58.
PUB DATE - ND 126P.

DESCRIPTORS - CURRICULUM DEVELOPMENT; BIBLIOGRAPHIES; *CAREER EDUCATION; INSTRUCTIONAL MATERIALS; *RESOURCE UNITS; *TEACHING GUIDES; RESOURCE MATERIALS; ELEMENTARY GRADES; BEHAVIORAL OBJECTIVES; *OCCUPATIONAL CLUSTERS; OCCUPATIONAL INFORMATION; INTERDISCIPLINARY APPROACH; FIELD TRIPS; SIMULATION; MODELS; *DEVELOPMENTAL PROGRAMS; OCCUPATIONAL GUIDANCE; RELEVANCE (EDUCATION)
IDENTIFIERS - *CAREER AWARENESS

ABSTRACT - DEVELOPED FOR USE IN GRADES 1-6, THIS TEACHING GUIDE PROVIDES 26 RESOURCE UNITS ON CAREER AWARENESS. THROUGH A PROCESS CALLED CURRICULUM BLENDING (CORRELATING OR RELATING SUBJECT MATTER TO OCCUPATIONAL REQUIREMENTS), OCCUPATIONAL INFORMATION CAN BE INTRODUCED INTO ONE DISCIPLINE OR SIMULTANEOUSLY INTO MORE THAN ONE DISCIPLINE. ARRANGED IN A 3-COLUMN FORMAT OF PROCEDURES, STUDENT ACTIVITY AND RESOURCES, THE GUIDE SUGGESTS TEACHING STRATEGIES FOR SUCH UNITS AS: (1) WONDERFUL WORLD OF WORK, (2) WORKING AT HOME, (3) FAMILY LIVING, (4) OUR PARENTS IN THE WORLD OF WORK, (5) CLOTHES OF TODAY, (6) WORKERS WITHIN OUR COMMUNITY, (7) PROTECTIVE SERVICES PROVIDED BY OUR STATE, (8) CRAFTS OF APPALACHIA, AND (9) CAREERS IN MUSIC. SUGGESTED TEACHING TECHNIQUES INCLUDE FIELD EXPERIENCES, SIMULATED EXERCISES OF COGNITIVE, AFFECTIVE, AND PSYCHOMOTOR NATURE, RESOURCE ROLE MODELS, AND MULTI-MEDIA ACTIVITIES. (JS)

VT 015 951
HOME AND FAMILY EDUCATION. AUTHORIZED COURSE OF INSTRUCTION FOR THE QUINMESTER PROGRAM.

DADE COUNTY PUBLIC SCHOOLS, MIAMI, FLA. DIV. OF INSTRUCTION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 701P.

DESCRIPTORS - *FAMILY LIFE EDUCATION; BEHAVIORAL OBJECTIVES; SECONDARY GRADES; *UNITS OF STUDY (SUBJECT FIELDS); MONEY MANAGEMENT; *TEACHING GUIDES; *COURSE

DESCRIPTIONS; *EXPERIMENTAL CURRICULUM; LEARNING ACTIVITIES; RESOURCE MATERIALS; BIBLIOGRAPHIES; SEWING INSTRUCTION; COOKING INSTRUCTION; CHILD DEVELOPMENT; INTERIOR DESIGN; TEXTILES INSTRUCTION; INSTRUCTIONAL INNOVATION
IDENTIFIERS - ECONOMIC AWARENESS; BEGINNING COMPETENCE

ABSTRACT - THESE 16 TENTATIVE UNITS OF STUDY MAKING UP THE COURSES IN A HOME AND FAMILY EDUCATION PROGRAM PROVIDE GUIDES TO UNITS ON SEWING (FIVE) COOKING (SIX), INTERIOR DECORATING (TWO), MONEY MANAGEMENT, AND CHILD DEVELOPMENT, AND A UNIT ON USING TEXTILES IN HOBBIES. BEGINNING, INTERMEDIATE, AND ADVANCED COURSES ARE PRESENTED FOR GRADES 6 THROUGH 12. TWO INNOVATIVE SUBJECTS ARE A "GOURMET CHEF" COURSE FOR JUNIOR HIGH SCHOOL BOYS AND AN "OUTDOOR COOKERY" COURSE. WRITTEN BY TEACHERS IN AN EFFORT TO PROVIDE SUGGESTIONS FOR MORE MEANINGFUL AND INTERESTING HOME AND FAMILY EDUCATION CURRICULUMS, EACH SEPARATE COURSE DESCRIPTION INCLUDES A RATIONALE, UNIT PREREQUISITES, GENERAL AND SPECIFIC BEHAVIORAL OBJECTIVES, AND AN OUTLINE OF THE COURSE CONTENT WITH TIME SPANS REQUIRED TO COMPLETE THE WORK. FOR EACH OBJECTIVE, A CHART PROVIDES SUGGESTED CONTENT IDEAS, LEARNING ACTIVITIES, AND RESOURCE MATERIALS. BIBLIOGRAPHIES, TESTS, EVALUATION METHODS, AND SUPPLEMENTARY VISUAL AIDS ARE INCLUDED IN THESE TEACHING OUTLINES. (AG)

VT 015 984 ED 064 512
HOME MANAGEMENT AND CONSUMER EDUCATION.

TEXAS TECH UNIV., LUBBOCK. HOME ECONOMICS INSTRUCTIONAL MATERIALS CENTER.;TEXAS EDUCATION AGENCY, AUSTIN. DEPT. OF OCCUPATIONAL AND TECHNICAL EDUCATION.
EDRS PRICE MF-$0.65 HC NOT AVAILABLE FROM EDRS.
HOME ECONOMICS INSTRUCTIONAL MATERIALS CENTER, TEXAS TECH UNIVERSITY, BOX 4067, LUBBOCK, TEXAS 79409
PUB DATE - ND 398P.

DESCRIPTORS - *CONCEPT TEACHING; BEHAVIORAL OBJECTIVES; *TEACHING GUIDES; *HOMEMAKING EDUCATION; RESOURCE MATERIALS; BIBLIOGRAPHIES; INSTRUCTIONAL MATERIALS; SECONDARY EDUCATION; TEACHING METHODS; *CONSUMER EDUCATION; *HOME MANAGEMENT; FAMILY LIFE; CAREER EDUCATION
IDENTIFIERS - ECONOMIC AWARENESS; SELF AWARENESS

ABSTRACT - DEVELOPED BY A INSTRUCTIONAL MATERIALS CENTER, THIS TEACHING GUIDE WAS PREPARED TO PRESENT HOME MANAGEMENT AND CONSUMER EDUCATION IN THE PERSPECTIVE OF FAMILY LIVING. ARRANGED IN FOUR MAJOR SECTIONS THE SECTION ON HOMEMAKING I INTRODUCES THE STUDENT TO MANAGEMENT IN EVERY DAY LIVING, WHILE HOMEMAKING II EMPHASIZES THE MANAGEMENT OF HOUSEHOLD TASKS. HOMEMAKING III INCORPORATES THE EXPANDING ROLE OF THE CONSUMER, WHEREAS HOMEMAKING IV EMPHASIZES THE ROLE OF THE MATURE MANAGER AND CONSUMER. ALSO INCLUDED IS AN OUTLINE FOR A SEMESTER COURSE IN HOME MANAGEMENT WHICH COVERS ALL OF THE ABOVE AREAS. THE GUIDE IS ARRANGED IN OUTLINE FORMAT AND IDENTIFIES CONCEPTS, SUBCONCEPTS, BEHAVIORAL OBJECTIVES, JOB OPPORTUNITIES, AND LEARNING AND EVALUATION EXPERIENCES. A BIBLIOGRAPHY OF VARIOUS RESOURCE MATERIALS IS PROVIDED. A UNIT IS INCLUDED IN EACH SEQUENCE COURSE AND SEMESTER COURSE ON JOB AND CAREER OPPORTUNITIES IN THE AREA OF HOME MANAGEMENT AND CONSUMER EDUCATION. (JS)

VT 015 985 ED 064 513
FAMILY LIVING.

TEXAS TECH UNIV., LUBBOCK. HOME ECONOMICS INSTRUCTIONAL MATERIALS CENTER.;TEXAS EDUCATION AGENCY, AUSTIN. DEPT. OF OCCUPATIONAL AND TECHNICAL EDUCATION.
EDRS PRICE MF-$0.65 HC NOT AVAILABLE FROM EDRS.
HOME ECONOMICS INSTRUCTIONAL

MATERIALS CENTER, TEXAS TECH UNIVERSITY, BOX 4067, LUBBOCK, TEXAS 79409
PUB DATE - ND 367P.

DESCRIPTORS - CONCEPT TEACHING; BEHAVIORAL OBJECTIVES; *TEACHING GUIDES; *HOMEMAKING EDUCATION; RESOURCE MATERIALS; BIBLIOGRAPHIES; INSTRUCTIONAL MATERIALS; SECONDARY GRADES; *FAMILY LIFE; *SELF CONCEPT; CAREER EDUCATION; TEACHING METHODS; SELF EVALUATION; *FAMILY LIFE EDUCATION; FAMILY ROLE; FAMILY RELATIONSHIP
IDENTIFIERS - ATTITUDES APPRECIATIONS

ABSTRACT - DEVELOPED BY AN INSTRUCTIONAL MATERIALS CENTER, THIS TEACHING GUIDE WAS PREPARED FOR USE IN HIGH SCHOOL HOMEMAKING COURSES I-IV. TEACHING SUGGESTIONS ARE INCLUDED FOR HOMEMAKING I WHICH EMPHASIZE DEVELOPING AN APPRECIATION OF SELF THROUGH UNDERSTANDING OF ONE'S BASIC NEEDS, WHILE THE FOCUS FOR HOMEMAKING II IS CONCERNED WITH SELF IN GROUPS AND SELF IN THE FUTURE, INCLUDING A STUDY OF SUCCESSFUL DATING TECHNIQUES. HOMEMAKING III IS DIRECTED TOWARD DEVELOPING A PERSONAL PHILOSOPHY OF LIFE AND HOME, WHEREAS HOMEMAKING IV DEALS WITH SELF IN THE COMMUNITY AS A MARRIED OR SINGLE PERSON. ALSO INCLUDED IS AN OUTLINE FOR A ONE OR TWO SEMESTER COURSE ON HOME AND FAMILY LIVING WHICH COVERS THESE AREAS PLUS OTHER ASPECTS OF FAMILY LIVING AND FAMILY MANAGEMENT. THE GUIDE IS ARRANGED IN OUTLINE FORMAT AND IDENTIFIES CONCEPTS, SUBCONCEPTS, BEHAVIORAL OBJECTIVES, JOB OPPORTUNITIES, AND LEARNING AND EVALUATION EXPERIENCES. A BIBLIOGRAPHY OF VARIOUS RESOURCE MATERIALS IS PROVIDED. (JS)

VT 015 987
PROGRAM DEVELOPMENT FOR DISADVANTAGED STUDENTS IN VOCATIONAL EDUCATION. SUMMARY REPORT OF 1970 SUMMER PROGRAM.

OMAHA PUBLIC SCHOOLS, NEBR. DEPT. OF VOCATIONAL AND ADULT EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - AUG70 41P.

DESCRIPTORS - *DISADVANTAGED YOUTH; *COURSE DESCRIPTIONS; *PROGRAM DEVELOPMENT; *UNITS OF STUDY (SUBJECT FIELDS); CHECK LISTS; BEHAVIORAL OBJECTIVES; EVALUATION CRITERIA; *VOCATIONAL EDUCATION; DELINQUENT IDENTIFICATION; DROPOUT IDENTIFICATION; INDUSTRIAL EDUCATION; APPLIANCE REPAIRING; HOME FURNISHINGS
IDENTIFIERS - EDUCATIONAL AWARENESS; BEGINNING COMPETENCE; ATTITUDES APPRECIATIONS

ABSTRACT - THIS PROJECT REPORT OF A 1970 SUMMER PROGRAM, INTENDED TO AID EARLY TEACHER IDENTIFICATION OF DISADVANTAGED STUDENTS AND TO PREPARE INSTRUCTIONAL MATERIALS AND PROCEDURES FOR USE BY DISADVANTAGED STUDENTS IN VOCATIONAL EDUCATION, PROVIDES A BASIS FOR FURTHER EXPANSION OF MATERIALS IN THIS AREA. A TWO-PAGE CHECKLIST OF GENERAL AND SPECIFIC CHARACTERISTICS CONTRIBUTING TO IDENTIFICATION OF THE DISADVANTAGED STUDENT HAS BEEN EVOLVED. VOCATIONAL EDUCATION UNITS WITHIN SPECIFIC INSTRUCTIONAL AREAS IN AGRICULTURE, BUSINESS AND INDUSTRY, OFFICE OCCUPATIONS, AND HOME ECONOMICS ARE BRIEFLY DESCRIBED. SLIDE-TAPE PRESENTATIONS CONSTITUTE THE MAJOR TEACHING APPROACHES. SUGGESTED TEACHING ACTIVITIES AND OPTIONS ARE LISTED WITHIN EACH SHORT UNIT OUTLINE. A MORE DETAILED INDUSTRIAL EDUCATION UNIT INCLUDES GENERAL AND SPECIFIC GOALS AND OBJECTIVES INVOLVING STUDENT PERFORMANCE OF HOME MAINTENANCE TASKS, WITH ACTIVITIES RELATED TO THE UPKEEP OF FURNITURE AND ELECTRICAL APPLIANCES. COMMENTS BY THE 11 MEMBERS OF THE "PROJECT 22" COMMITTEE ARE INCLUDED. THE PROJECT GROUP CONSISTED OF AN ASSISTANT SUPERINTENDENT, A SUPERVISOR, A PROJECT LEADER, AND OTHER EDUCATORS IN VOCATIONAL EDUCATION. (AG)

VT 016 005
SPECIAL NEEDS PROGRAM. AN INSTRUCTIONAL PROGRAM FOR THE

MENTALLY, PHYSICALLY AND SOCIALLY HANDICAPPED INDIVIDUALS IN GENESEE COUNTY, MICHIGAN.

GENESEE AREA SKILL CENTER, FLINT, MICH.
MICHIGAN STATE DEPT. OF EDUCATION, LANSING.;OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - JUN72 113P.

DESCRIPTORS - *SPECIAL EDUCATION; SPECIAL PROGRAMS; *PROGRAM DESCRIPTIONS; *UNITS OF STUDY (SUBJECT FIELDS); *HANDICAPPED STUDENTS; BEHAVIORAL OBJECTIVES; GUIDELINES; STUDENT EVALUATION; PROGRAM EVALUATION; HUMAN SERVICES; RESOURCE MATERIALS; SECONDARY GRADES; CAREER PLANNING; VOCATIONAL DEVELOPMENT; *PREVOCATIONAL EDUCATION
IDENTIFIERS - BEGINNING COMPETENCE; EMPLOYMENT SKILLS

ABSTRACT - THIS REPORT DESCRIBES A PROGRAM IN VOCATIONAL PREPARATION FOR SEMI-SKILLED OCCUPATIONS GEARED TOWARD THE HANDICAPPED STUDENT WITH SPECIAL NEEDS. INTENDED FOR USE AS A RESOURCE GUIDE AS WELL AS A PROGRESS REPORT FOR THIS PREVOCATIONAL PROGRAM, THE UNIT PRESENTS GENERAL AND SPECIFIC BEHAVIORAL OBJECTIVES, TEACHING GUIDELINES, AND STUDENT EVALUATION SHEETS. CURRICULUM OUTLINES FOR 10 SUBJECT AREAS WITH OPERATIONAL NOTES ARE GIVEN. THESE INSTRUCTIONAL UNITS COVER A WIDE RANGE OF TOPICS SUCH AS DRIVER EDUCATION, MECHANICAL OCCUPATIONS, AND HEALTH OCCUPATIONS. PHOTOGRAPHS ILLUSTRATE THE TEXT. (AG)

VT 016 008
HEILMAN, CAS F.; GARDNER, RICHARD E.
EXPLORATION IN CAREERS EDUCATION. CAREERS ORIENTED RELEVANT EDUCATION.

SPRINGFIELD PUBLIC SCHOOLS, OREG.;OREGON STATE UNIV., CORVALLIS. SCHOOL OF EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
OEG-0-9-470214-4522(085)
CVTE-000741-X-CCEM
PUB DATE - 72 205P.PAES COLLECTION

DESCRIPTORS - *CAREER EDUCATION; *OCCUPATIONAL CLUSTERS; SECONDARY GRADES; *STUDY GUIDES; *TEACHING GUIDES; STUDENT EVALUATION; BEHAVIORAL OBJECTIVES; LEARNING ACTIVITIES; TEACHING PROCEDURES; OCCUPATIONAL INFORMATION
IDENTIFIERS - *OCCUPATIONAL EXPLORATION; CAREER AWARENESS; BEGINNING COMPETENCE

ABSTRACT - THE MATERIALS IN THIS 2-PART PUBLICATION WERE DEVELOPED BY CAREERS ORIENTED RELEVANT EDUCATION PROJECT STAFF AS PART OF A CAREER EXPLORATION PROGRAM IN OREGON AND REFLECT THE PROCESS OF STAFF INVOLVEMENT AND PROFESSIONAL GROWTH NECESSARY FOR PROGRAM CHANGE. PART ONE CONSISTS OF LEARNING PACKAGES FOR USE IN INTRODUCING HIGH SCHOOL STUDENTS TO THE CAREER CLUSTER CONCEPT. LEARNING PACKAGES CONTAINING BEHAVIORAL OBJECTIVES, INFORMATION SHEETS, FIELD TRIP REPORT FORMS, ASSIGNMENTS, AND POST TESTS ARE INCLUDED FOR THE FOLLOWING OCCUPATIONAL CLUSTERS: (1) HEALTH OCCUPATIONS, (2) MECHANICS, (3) FORESTRY, (4) METALS, (5) SECRETARIAL SERVICES, (6) MARKETING, AND (7) AGRICULTURE. A LEARNING PACKAGE DEALING WITH TASK ANALYSIS IS ALSO INCLUDED. PART TWO CONTAINS LEARNING PACKAGES DESIGNED FOR GRADES 7 AND 8 WHICH STRESS THE FOLLOWING AREAS: (1) BECOMING EMPLOYABLE, (2) MANAGEMENT, AND (3) OCCUPATIONS RELATED TO ART, FOODS AND NUTRITION, AND CLOTHING AND TEXTILES. EACH LEARNING PACKAGE CONSISTS OF: (1) A TEACHER SECTION CONTAINING GENERAL INFORMATION, SUGGESTED STUDENT EVALUATION, REFERENCE MATERIALS, AND ANSWER KEYS, AND (2) A STUDENT SECTION CONTAINING A PURPOSE, BEHAVIORAL OBJECTIVES, LEARNING ACTIVITIES, AND PRE AND POSTTESTS. (SB)

VT 016 019 ED 064 515
OHIO'S CAREER CONTINUUM PROGRAM. CAREER ORIENTATION PROGRAM, GRADES

7-8 FOR THE INDIVIDUAL, THE OCCUPATIONS, AND THE DISCIPLINES.

OHIO STATE BOARD OF EDUCATION, COLUMBUS.;OHIO STATE UNIV., COLUMBUS. COLL. OF EDUCATION.
EDRS PRICE MF-$0.65 HC-$3.29.
INSTRUCTIONAL MATERIALS LABORATORY, TRADE AND INDUSTRIAL EDUCATION, THE OHIO STATE UNIVERSITY, 1885 NEIL AVENUE, COLUMBUS, OHIO 43210
PUB DATE - 72 78P.

DESCRIPTORS - *PROGRAM GUIDES; GRADE 7; GRADE 8; CAREER EDUCATION; *VOCATIONAL EDUCATION; VOCATIONAL DEVELOPMENT; *PROGRAM DESCRIPTIONS; *PROGRAM PLANNING; OCCUPATIONAL CLUSTERS; *INTERDISCIPLINARY APPROACH; SIMULATION; ACTIVITY LEARNING; VOCATIONAL INTERESTS; EDUCATIONAL RESPONSIBILITY; CAREER OPPORTUNITIES; COMMUNITY RESPONSIBILITY; CONCEPTUAL SCHEMES; BEHAVIORAL OBJECTIVES
IDENTIFIERS - CAREER AWARENESS; CAREER ORIENTATION

ABSTRACT - THIS INTERDISCIPLINARY CAREER ORIENTATION GUIDE FOR GRADES 7 AND 8 PROVIDES GENERAL INSTRUCTIONS FOR STRUCTURING A VOCATIONAL EDUCATION PROGRAM, ITS IMPLEMENTATION AND EVALUATION, AND A RATIONALE. THE STUDENT-CENTERED CAREER DEVELOPMENT ACTIVITIES WILL FOCUS ON: (1) AN INTRODUCTION TO THE WORLD OF WORK, (2) INFORMATION ON OCCUPATIONAL CLUSTERS, AND (3) SPECIFIC JOBS AS EXAMPLES TAKEN FROM NINE CURRICULUM AREAS. TOTAL INVOLVEMENT OF THE STAFF AND COMMUNITY IS EXPECTED AFTER INITIAL PROGRAM PLANNING BY A STEERING COMMITTEE. DIAGRAMS ILLUSTRATE THE PROGRAM FOCUSES AND THREE PLANS FOR SCHEDULING CAREER INSTRUCTION. GENERAL AND SPECIFIC BEHAVIORAL OBJECTIVES AND LEARNING ACTIVITIES ARE GIVEN FOR THE SIX CONCEPTUAL FOCUSES, THE TEN OCCUPATIONAL CLUSTERS, AND THE NINE SPECIFIC VOCATIONS. CAREER EXAMPLES FOR EACH OCCUPATIONAL CLUSTER ARE GIVEN, AND A BRIEF RATIONALE FOR EACH SPECIFIC VOCATION IS INCLUDED. VICARIOUS, SIMULATED, AND HANDS-ON EXPERIENCES ARE EXPECTED TO BE PROVIDED IN A CAREER EDUCATION PROGRAM. DEVELOPED BY 34 CITY EDUCATORS, THIS PROGRAM GUIDE IS INTENDED FOR USE WITH THE "WORLD OF WORK PROGRAM" FOR THE ELEMENTARY GRADES, AVAILABLE IN THIS ISSUE AS VT 015 401 (ED 062 565). (AG)

VT 016 115
CONSUMER EDUCATION PROGRAMMED LEARNING INSTRUCTION IN INSTRUCTOR'S HANDBOOK.

NORTHERN ILLINOIS UNIV., DEKALB. ALPHA PHI CHAPTER OF DELTA PI EPSILON.
MF AVAILABLE IN VT-ERIC SET.
CVTE-000799
DELTA PI EPSILON NATIONAL OFFICE, GUSTAVUS ADOLPHUS COLLEGE, ST. PETER, MINNESOTA 56082 ($.50)
PUB DATE - 70 33P.PAES COLLECTION

DESCRIPTORS - *CONSUMER EDUCATION; *TEACHING GUIDES; *PROGRAMED INSTRUCTION; *TEACHING PROCEDURES; *BEHAVIORAL OBJECTIVES; SECONDARY GRADES; MARKETING; MANUALS; CONSUMER ECONOMICS
IDENTIFIERS - ECONOMIC AWARENESS

ABSTRACT - THIS TEACHING MANUAL IS FOR USE WITH A SERIES OF CONSUMER EDUCATION PROGRAMED INSTRUCTION UNITS, AVAILABLE AS VT 016 116 THROUGH VT 016 129 IN THIS ISSUE. IT PROVIDES SUGGESTIONS FOR THE TEACHER ON PROCEDURES FOR USING THE PROGRAMED STUDY MATERIALS AND BEHAVIORAL OBJECTIVES FOR EACH UNIT. BEHAVIORAL GOALS IN THE FORM OF GENERAL PRINCIPLES OF CONSUMER PURCHASING ARE DETAILED. THESE UNITS, DEVELOPED BY AN HONORARY BUSINESS FRATERNITY, WERE FIELD TESTED IN GRADES 9 THROUGH 12. (AG)

VT 016 116
CONSUMER EDUCATION PROGRAMMED LEARNING INSTRUCTION IN GENERAL PRINCIPLES OF CONSUMER PURCHASING. UNIT I.

NORTHERN ILLINOIS UNIV., DEKALB. ALPHA PHI CHAPTER OF DELTA PI EPSILON.
MF AVAILABLE IN VT-ERIC SET.

CVTE-000799
DELTA PI EPSILON NATIONAL OFFICE, GUSTAVUS ADOLPHUS COLLEGE, ST. PETER, MINNESOTA 56082 ($.50)
PUB DATE - 70 25P.PAES COLLECTION

DESCRIPTORS - *CONSUMER EDUCATION; *PROGRAMED MATERIALS; *CONSUMER ECONOMICS; *MONEY MANAGEMENT; ANSWER KEYS; STUDENT CENTERED CURRICULUM; VISUAL AIDS; MARKETING; SECONDARY GRADES
IDENTIFIERS - ECONOMIC AWARENESS

ABSTRACT - THIS FIRST UNIT IN A SERIES OF 12 ON CONSUMER EDUCATION CONTAINS PROGRAMED LEARNING MATERIALS WHICH DEAL WITH GENERAL PRINCIPLES OF CONSUMER PURCHASING. WRITTEN IN NARRATIVE FORM WITH SPACES FOR ANSWERS, THE UNIT REQUIRES THE STUDENT TO FILL IN 127 RESPONSES, FOR WHICH AN ANSWER KEY IS GIVEN. THESE UNITS WERE DEVELOPED BY AN HONORARY BUSINESS FRATERNITY. (AG)

VT 016 117
CONSUMER EDUCATION PROGRAMMED LEARNING INSTRUCTION IN BUDGETING AND MANAGING MONEY. UNIT II.

NORTHERN ILLINOIS UNIV., DEKALB. ALPHA PHI CHAPTER OF DELTA PI EPSILON.
MF AVAILABLE IN VT-ERIC SET.
CVTE-000799
DELTA PI EPSILON NATIONAL OFFICE, GUSTAVUS ADOLPHUS COLLEGE, ST. PETER, MINNESOTA 56082 ($.50)
PUB DATE - 70 20P.PAES COLLECTION

DESCRIPTORS - *CONSUMER EDUCATION; *PROGRAMED MATERIALS; *CONSUMER ECONOMICS; *MONEY MANAGEMENT; ANSWER KEYS; STUDENT CENTERED CURRICULUM; *BUDGETING; MARKETING; SECONDARY GRADES
IDENTIFIERS - ECONOMIC AWARENESS

ABSTRACT - THIS SECOND UNIT IN A SERIES OF 12 ON CONSUMER EDUCATION CONTAINS PROGRAMED LEARNING MATERIALS WHICH DEAL WITH BUDGETING AND MONEY MANAGEMENT. WRITTEN IN NARRATIVE FORM WITH SPACES FOR ANSWERS, THE UNIT REQUIRES THE STUDENT TO FILL IN 87 RESPONSES, FOR WHICH AN ANSWER KEY IS PROVIDED. THESE UNITS WERE DEVELOPED BY AN HONORARY BUSINESS FRATERNITY. (AG)

VT 016 118
CONSUMER EDUCATION PROGRAMMED LEARNING INSTRUCTION IN USING CONSUMER CREDIT WISELY. UNIT III.

NORTHERN ILLINOIS UNIV., DEKALB. ALPHA PHI CHAPTER OF DELTA PI EPSILON.
MF AVAILABLE IN VT-ERIC SET.
CVTE-000799
DELTA PI EPSILON NATIONAL OFFICE, GUSTAVUS ADOLPHUS COLLEGE, ST. PETER, MINNESOTA 56082 ($.50)
PUB DATE - 70 19P.PAES COLLECTION

DESCRIPTORS - *CONSUMER EDUCATION; *PROGRAMED MATERIALS; *CONSUMER ECONOMICS; *MONEY MANAGEMENT; ANSWER KEYS; STUDENT CENTERED CURRICULUM; *CREDIT (FINANCE); MARKETING; SECONDARY GRADES
IDENTIFIERS - ECONOMIC AWARENESS

ABSTRACT - THIS THIRD UNIT IN A SERIES OF 12 ON CONSUMER EDUCATION CONTAINS PROGRAMED LEARNING MATERIALS WHICH DEAL WITH USING CONSUMER CREDIT WISELY. WRITTEN IN NARRATIVE FORM WITH SPACES FOR ANSWERS, THE UNIT REQUIRES THE STUDENT TO FILL IN 71 RESPONSES, FOR WHICH AN ANSWER KEY IS GIVEN. THESE UNITS WERE DEVELOPED BY AN HONORARY BUSINESS FRATERNITY. (AG)

VT 016 119
CONSUMER EDUCATION PROGRAMMED LEARNING INSTRUCTION IN BUYING GOODS (FOOD). UNIT IV, PART I.

NORTHERN ILLINOIS UNIV., DEKALB. ALPHA PHI CHAPTER OF DELTA PI EPSILON.
MF AVAILABLE IN VT-ERIC SET.
CVTE-000799
DELTA PI EPSILON NATIONAL OFFICE, GUSTAVUS ADOLPHUS COLLEGE, ST. PETER, MINNESOTA 56082 ($1.00)
PUB DATE - 70 39P.PAES COLLECTION

DESCRIPTORS - *CONSUMER EDUCATION; *PROGRAMED MATERIALS; *CONSUMER ECONOMICS; *MONEY MANAGEMENT; ANSWER KEYS; STUDENT CENTERED CURRICULUM; MARKETING; *FOOD; SECONDARY GRADES
IDENTIFIERS - ECONOMIC AWARENESS

ABSTRACT - THIS FOURTH UNIT (PART I) IN A SERIES OF 12 ON CONSUMER EDUCATION CONTAINS PROGRAMED LEARNING MATERIALS WHICH DEAL WITH BUYING FOOD. WRITTEN IN NARRATIVE FORM WITH SPACES FOR ANSWERS, THE UNIT REQUIRES THE STUDENT TO FILL IN 140 RESPONSES, FOR WHICH AN ANSWER KEY IS GIVEN. THESE UNITS WERE DEVELOPED BY AN HONORARY BUSINESS FRATERNITY. (AG)

VT 016 120
CONSUMER EDUCATION PROGRAMMED LEARNING INSTRUCTION IN BUYING GOODS (CLOTHING). UNIT IV, PART II.

NORTHERN ILLINOIS UNIV., DEKALB. ALPHA PHI CHAPTER OF DELTA PI EPSILON.
MF AVAILABLE IN VT-ERIC SET.
CVTE-000799
DELTA PI EPSILON NATIONAL OFFICE, GUSTAVUS ADOLPHUS COLLEGE, ST. PETER, MINNESOTA 56082 ($.50)
PUB DATE - 70 31P.PAES COLLECTION

DESCRIPTORS - *CONSUMER EDUCATION; *PROGRAMED MATERIALS; *CONSUMER ECONOMICS; *MONEY MANAGEMENT; ANSWER KEYS; STUDENT CENTERED CURRICULUM; MARKETING; *CLOTHING; SECONDARY GRADES
IDENTIFIERS - ECONOMIC AWARENESS

ABSTRACT - THIS FOURTH UNIT (PART II) IN A SERIES OF 12 ON CONSUMER EDUCATION CONTAINS PROGRAMED LEARNING MATERIALS WHICH DEAL WITH BUYING CLOTHING. WRITTEN IN NARRATIVE FORM WITH SPACES FOR ANSWERS, THE UNIT REQUIRES THE STUDENT TO FILL IN 182 RESPONSES, FOR WHICH AN ANSWER KEY IS GIVEN. THESE UNITS WERE DEVELOPED BY AN HONORARY BUSINESS FRATERNITY. (AG)

VT 016 121
CONSUMER EDUCATION PROGRAMMED LEARNING INSTRUCTION IN BUYING GOODS (HOUSEHOLD FURNISHINGS AND APPLIANCES). UNIT IV, PART III.

NORTHERN ILLINOIS UNIV., DEKALB. ALPHA PHI CHAPTER OF DELTA PI EPSILON.
MF AVAILABLE IN VT-ERIC SET.
CVTE-000799
DELTA PI EPSILON NATIONAL OFFICE, GUSTAVUS ADOLPHUS COLLEGE, ST. PETER, MINNESOTA 56082 ($.50)
PUB DATE - 70 36P.PAES COLLECTION

DESCRIPTORS - *CONSUMER EDUCATION; *PROGRAMED MATERIALS; *CONSUMER ECONOMICS; *MONEY MANAGEMENT; ANSWER KEYS; STUDENT CENTERED CURRICULUM; MARKETING; *HOME FURNISHINGS; SECONDARY GRADES
IDENTIFIERS - ECONOMIC AWARENESS

ABSTRACT - THIS FOURTH UNIT (PART III) IN A SERIES OF 12 ON CONSUMER EDUCATION CONTAINS PROGRAMED LEARNING MATERIALS WHICH DEAL WITH BUYING HOUSEHOLD FURNISHINGS AND APPLIANCES. WRITTEN IN NARRATIVE FORM WITH SPACES FOR ANSWERS, THE UNIT REQUIRES THE STUDENT TO FILL IN 125 RESPONSES, FOR WHICH AN ANSWER KEY IS GIVEN. THESE UNITS WERE DEVELOPED BY AN HONORARY BUSINESS FRATERNITY. (AG)

VT 016 122
CONSUMER EDUCATION PROGRAMMED LEARNING INSTRUCTION IN BUYING SERVICES. UNIT V.

NORTHERN ILLINOIS UNIV., DEKALB. ALPHA PHI CHAPTER OF DELTA PI EPSILON.
MF AVAILABLE IN VT-ERIC SET.
CVTE-000799
DELTA PI EPSILON NATIONAL OFFICE, GUSTAVUS ADOLPHUS COLLEGE, ST. PETER, MINNESOTA 56082 ($.50)
PUB DATE - 70 23P.PAES COLLECTION

DESCRIPTORS - *CONSUMER EDUCATION; *PROGRAMED MATERIALS; *CONSUMER ECONOMICS; *MONEY MANAGEMENT; ANSWER KEYS; STUDENT CENTERED CURRICULUM; MARKETING; HUMAN

SERVICES; *SERVICES; SECONDARY GRADES
IDENTIFIERS - ECONOMIC AWARENESS

ABSTRACT - THIS FIFTH UNIT IN A SERIES OF 12 ON CONSUMER EDUCATION CONTAINS PROGRAMED LEARNING MATERIALS WHICH DEAL WITH BUYING SERVICES. WRITTEN IN NARRATIVE FORM WITH SPACES FOR ANSWERS, THE UNIT REQUIRES THE STUDENT TO FILL IN 115 RESPONSES, FOR WHICH AN ANSWER KEY IS GIVEN. THESE UNITS WERE DEVELOPED BY AN HONORARY BUSINESS FRATERNITY. (AG)

VT 016 123
CONSUMER EDUCATION PROGRAMMED LEARNING INSTRUCTION IN PURCHASING AND MAINTAINING AUTOMOTIVE PRODUCTS AND SERVICES. UNIT VI.

NORTHERN ILLINOIS UNIV., DEKALB. ALPHA PHI CHAPTER OF DELTA PI EPSILON.
MF AVAILABLE IN VT-ERIC SET.
CVTE-000799
DELTA PI EPSILON NATIONAL OFFICE, GUSTAVUS ADOLPHUS COLLEGE, ST. PETER, MINNESOTA 56082 ($.50)
PUB DATE - 70 30P.PAES COLLECTION

DESCRIPTORS - *CONSUMER EDUCATION; *PROGRAMED MATERIALS; *CONSUMER ECONOMICS; *MONEY MANAGEMENT; ANSWER KEYS; STUDENT CENTERED CURRICULUM; MARKETING; *MOTOR VEHICLES; SECONDARY GRADES
IDENTIFIERS - ECONOMIC AWARENESS

ABSTRACT - THIS SIXTH UNIT IN A SERIES OF 12 ON CONSUMER EDUCATION CONTAINS PROGRAMED LEARNING MATERIALS WHICH DEAL WITH AUTOMOTIVE PURCHASING AND UPKEEP. WRITTEN IN NARRATIVE FORM WITH SPACES FOR ANSWERS, THE UNIT REQUIRES THE STUDENT TO FILL IN 178 RESPONSES FOR WHICH AN ANSWER KEY IS GIVEN. THESE UNITS WERE DEVELOPED BY AN HONORARY BUSINESS FRATERNITY. (AG)

VT 016 124
CONSUMER EDUCATION PROGRAMMED LEARNING INSTRUCTION IN USING LEISURE TIME, ENERGY, AND MONEY. UNIT VII.

NORTHERN ILLINOIS UNIV., DEKALB. ALPHA PHI CHAPTER OF DELTA PI EPSILON.
MF AVAILABLE IN VT-ERIC SET.
CVTE-000799
DELTA PI EPSILON NATIONAL OFFICE, GUSTAVUS ADOLPHUS COLLEGE, ST. PETER, MINNESOTA 56082 ($.50)
PUB DATE - 70 15P.PAES COLLECTION

DESCRIPTORS - *CONSUMER EDUCATION; *PROGRAMED MATERIALS; *CONSUMER ECONOMICS; *MONEY MANAGEMENT; ANSWER KEYS; STUDENT CENTERED CURRICULUM; MARKETING; *LEISURE TIME; SECONDARY GRADES
IDENTIFIERS - ECONOMIC AWARENESS

ABSTRACT - THIS SEVENTH UNIT IN A SERIES OF 12 ON CONSUMER EDUCATION CONTAINS PROGRAMED LEARNING MATERIALS WHICH DEAL WITH USING LEISURE TIME WISELY. WRITTEN IN NARRATIVE FORM WITH SPACES FOR ANSWERS, THE UNIT REQUIRES THE STUDENT TO FILL IN 46 RESPONSES FOR WHICH AN ANSWER KEY IS GIVEN. THESE UNITS, WERE DEVELOPED BY AN HONORARY BUSINESS FRATERNITY. (AG)

VT 016 125
CONSUMER EDUCATION PROGRAMMED LEARNING INSTRUCTION IN HOUSING. UNIT VIII.

NORTHERN ILLINOIS UNIV., DEKALB. ALPHA PHI CHAPTER OF DELTA PI EPSILON.
MF AVAILABLE IN VT-ERIC SET.
CVTE-000799
DELTA PI EPSILON NATIONAL OFFICE, GUSTAVUS ADOLPHUS COLLEGE, ST. PETER, MINNESOTA 56082 ($.50)
PUB DATE - 70 31P.PAES COLLECTION

DESCRIPTORS - *CONSUMER EDUCATION; *PROGRAMED MATERIALS; *CONSUMER ECONOMICS; *MONEY MANAGEMENT; ANSWER KEYS; STUDENT CENTERED CURRICULUM; MARKETING; *HOUSING; SECONDARY GRADES
IDENTIFIERS - ECONOMIC AWARENESS

ABSTRACT - THIS EIGHTH UNIT IN A

SERIES OF 12 ON CONSUMER EDUCATION CONTAINS PROGRAMED LEARNING MATERIALS WHICH DEAL WITH HOUSING. WRITTEN IN NARRATIVE FORM WITH SPACES FOR ANSWERS, THE UNIT REQUIRES THE STUDENT TO FILL IN 133 RESPONSES, FOR WHICH AN ANSWER KEY IS GIVEN. THESE UNITS WERE DEVELOPED BY AN HONORARY BUSINESS FRATERNITY. (AG)

VT 016 126
CONSUMER EDUCATION PROGRAMMED LEARNING INSTRUCTION IN MAKING USE OF INSURANCE. UNIT IX.

NORTHERN ILLINOIS UNIV., DEKALB. ALPHA PHI CHAPTER OF DELTA PI EPSILON.
MF AVAILABLE IN VT-ERIC SET.
CVTE-000799
DELTA PI EPSILON NATIONAL OFFICE, GUSTAVUS ADOLPHUS COLLEGE, ST. PETER, MINNESOTA 56082 ($1.00)
PUB DATE - 70 68P.PAES COLLECTION

DESCRIPTORS - *CONSUMER EDUCATION; *PROGRAMED MATERIALS; *CONSUMER ECONOMICS; *MONEY MANAGEMENT; ANSWER KEYS; STUDENT CENTERED CURRICULUM; MARKETING; *INSURANCE PROGRAMS; SECONDARY GRADES
IDENTIFIERS - ECONOMIC AWARENESS

ABSTRACT - THIS NINTH UNIT IN A SERIES OF 12 ON CONSUMER EDUCATION CONTAINS PROGRAMED LEARNING MATERIALS WHICH DEAL WITH USING INSURANCE. WRITTEN IN NARRATIVE FORM WITH SPACES FOR ANSWERS, THE UNIT REQUIRES THE STUDENT TO FILL IN 360 RESPONSES FOR WHICH AN ANSWER KEY IS GIVEN. THESE UNITS WERE DEVELOPED BY AN HONORARY BUSINESS FRATERNITY. (AG)

VT 016 127
CONSUMER EDUCATION PROGRAMMED LEARNING INSTRUCTION IN SAVINGS AND INVESTMENTS. UNIT X.

NORTHERN ILLINOIS UNIV., DEKALB. ALPHA PHI CHAPTER OF DELTA PI EPSILON.
MF AVAILABLE IN VT-ERIC SET.
CVTE-000799
DELTA PI EPSILON NATIONAL OFFICE, GUSTAVUS ADOLPHUS COLLEGE, ST. PETER, MINNESOTA 56082 ($1.00)
PUB DATE - 70 53P.PAES COLLECTION

DESCRIPTORS - *CONSUMER EDUCATION; *PROGRAMED MATERIALS; *CONSUMER ECONOMICS; *MONEY MANAGEMENT; ANSWER KEYS; STUDENT CENTERED CURRICULUM; MARKETING; *INVESTMENT; SECONDARY GRADES
IDENTIFIERS - ECONOMIC AWARENESS

ABSTRACT - THIS 10TH UNIT IN A SERIES OF 12 ON CONSUMER EDUCATION CONTAINS PROGRAMED LEARNING MATERIALS WHICH DEAL WITH SAVINGS AND INVESTMENTS. WRITTEN IN NARRATIVE FORM WITH SPACES FOR ANSWERS, THE UNIT REQUIRES THE STUDENT TO FILL IN 227 RESPONSES, FOR WHICH AN ANSWER KEY IS GIVEN. THESE UNITS WERE DEVELOPED BY AN HONORARY BUSINESS FRATERNITY. (AG)

VT 016 128
CONSUMER EDUCATION PROGRAMMED LEARNING INSTRUCTION IN CONSUMER TAXES. UNIT XI.

NORTHERN ILLINOIS UNIV., DEKALB. ALPHA PHI CHAPTER OF DELTA PI EPSILON.
MF AVAILABLE IN VT-ERIC SET.
CVTE-000799
DELTA PI EPSILON NATIONAL OFFICE, GUSTAVUS ADOLPHUS COLLEGE, ST. PETER, MINNESOTA 56082 ($1.00)
PUB DATE - 70 40P.PAES COLLECTION

DESCRIPTORS - *CONSUMER EDUCATION; *PROGRAMED MATERIALS; *CONSUMER ECONOMICS; *MONEY MANAGEMENT; ANSWER KEYS; STUDENT CENTERED CURRICULUM; MARKETING; *TAXES; SECONDARY GRADES
IDENTIFIERS - ECONOMIC AWARENESS

ABSTRACT - THIS 11TH UNIT IN A SERIES OF 12 ON CONSUMER EDUCATION CONTAINS PROGRAMED LEARNING MATERIALS WHICH DEAL WITH CONSUMER TAXES. WRITTEN IN NARRATIVE FORM WITH SPACES FOR ANSWERS, THE UNIT REQUIRES THE STUDENT TO FILL IN 229 RESPONSES, FOR WHICH AN ANSWER KEY IS GIVEN. THESE UNITS, WERE

DEVELOPED BY AN HONORARY BUSINESS FRATERNITY. (AG)

VT 016 129
CONSUMER EDUCATION PROGRAMMED LEARNING INSTRUCTION IN CONSUMER RIGHTS AND RESPONSIBILITIES. UNIT XII.

NORTHERN ILLINOIS UNIV., DEKALB. ALPHA PHI CHAPTER OF DELTA PI EPSILON.
MF AVAILABLE IN VT-ERIC SET.
CVTE-000799
DELTA PI EPSILON NATIONAL OFFICE, GUSTAVUS ADOLPHUS COLLEGE, ST. PETER, MINNESOTA 56082 ($.50)
PUB DATE - 70 23P.PAES COLLECTION

DESCRIPTORS - *CONSUMER EDUCATION; *PROGRAMED MATERIALS; *CONSUMER ECONOMICS; *MONEY MANAGEMENT; ANSWER KEYS; STUDENT CENTERED CURRICULUM; MARKETING; SECONDARY GRADES
IDENTIFIERS - ECONOMIC AWARENESS

ABSTRACT - THIS LAST UNIT IN A SERIES OF 12 ON CONSUMER EDUCATION CONTAINS PROGRAMED LEARNING MATERIALS WHICH DEAL WITH CONSUMER RIGHTS AND RESPONSIBILITIES. WRITTEN IN NARRATIVE FORM WITH SPACES FOR ANSWERS, THE UNIT REQUIRES THE STUDENT TO FILL IN 70 RESPONSES, FOR WHICH AN ANSWER KEY IS GIVEN. THESE UNITS WERE DEVELOPED BY AN HONORARY FRATERNITY. (AG)

VT 016 186
CONSUMER EDUCATION AND MANAGEMENT RESOURCE GUIDE.

ARIZONA STATE DEPT. OF VOCATIONAL EDUCATION, PHOENIX. HOME ECONOMICS SECTION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 246P.

DESCRIPTORS - *RESOURCE GUIDES; *CONSUMER EDUCATION; BIBLIOGRAPHIES; *MONEY MANAGEMENT; HOME ECONOMICS; *CONSUMER ECONOMICS; MARKETING; CAREER PLANNING; DECISION MAKING SKILLS; CONCEPT FORMATION; BEHAVIORAL OBJECTIVES; *LEARNING EXPERIENCE; TEACHING PROCEDURES; RESOURCE MATERIALS
IDENTIFIERS - DECISIONS; EDUCATIONAL AWARENESS; CAREER AWARENESS

ABSTRACT - THIS SPIRAL BOUND RESOURCE GUIDE IN CONSUMER EDUCATION AND ECONOMICS PROVIDES NINE MAJOR CONCEPTS, EACH INCLUDING A TOPICAL OUTLINE, BIBLIOGRAPHY, AND AN APPENDIX OF RESOURCE MATERIALS. DESIGNED TO BE TAUGHT AS SEPARATE UNITS, THE INSTRUCTIONAL MATERIALS CAN BE ADAPTED FOR USE WITH ADULT GROUPS AS WELL AS FOR ELEMENTARY AND SECONDARY STUDENTS. DEVELOPED BY TWO STATE CURRICULUM COMMITTEES OF TEACHERS AT THE HIGH SCHOOL LEVEL WITH CONSULTANTS, THE UNITS INCLUDE BEHAVIORAL OBJECTIVES, CONCEPTUAL STATEMENTS, AND TEACHING PROCEDURES ON THREE LEVELS-BEGINNING, INTERMEDIATE, AND ADVANCED, TO PROVIDE IN-DEPTH, INDIVIDUALIZED INSTRUCTION. THE LEARNING EXPERIENCES ARE ENRICHED BY MEANS OF READING MATERIALS, CASE STUDIES, VISUAL AIDS, STUDENT TESTS, AND WORKSHEETS. A WIDE VARIETY OF TEACHING TECHNIQUES INCLUDES USE OF RESOURCE SPEAKERS, AUDIOVISUAL AIDS, REPORTS, AND CLASS DISCUSSIONS. THE NINE TOPICS DEAL WITH DECISION MAKING SKILLS AND PERSONAL VALUES AS RELATED TO CONSUMER PROBLEMS AND OCCUPATIONS IN HOME ECONOMICS. (AG)

VT 016 201
TENTATIVE BASIC COURSE OUTLINE FOR OCCUPATIONAL INVESTIGATION IN CAREER EDUCATION.

EAST TEXAS STATE UNIV., COMMERCE.;TEXAS EDUCATION AGENCY, AUSTIN. DEPT. OF OCCUPATIONAL AND TECHNICAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
COORDINATED VOCATIONAL-ACADEMIC EDUCATION DEPARTMENT, EAST TEXAS STATE UNIVERSITY, EAST TEXAS STATION, COMMERCE, TEXAS 75428 ($3.00 PER COPY)
PUB DATE - ND 255P.

DESCRIPTORS - *TEACHING GUIDES;

*CAREER EDUCATION; *OCCUPATIONAL CLUSTERS; *CURRICULUM DEVELOPMENT; BEHAVIORAL OBJECTIVES; LEARNING ACTIVITIES; BIBLIOGRAPHIES; RESOURCE MATERIALS; LESSON PLANS; *VOCATIONAL DEVELOPMENT; HUMANITIES; TEACHING TECHNIQUES; OCCUPATIONAL INFORMATION; SECONDARY EDUCATION
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS TENTATIVE TEACHING GUIDE FOR INVESTIGATION OF A WIDE RANGE OF OCCUPATIONS WILL PROVIDE TEACHERS WITH SUGGESTIONS FOR CURRICULUM DEVELOPMENT IN CAREER EDUCATION. FOR EACH OF 15 OCCUPATIONAL CLUSTERS, UNIT OBJECTIVES, SUBJECT CONTENT, TEACHING PROCEDURES, AND LEARNING ACTIVITIES ARE CORRELATED WITH RESOURCE LISTS. PRETESTS, POST-TESTS, AUDIOVISUAL AIDS, AND FIELD TRIPS ARE EXAMPLES OF SUGGESTED TEACHING TECHNIQUES. OTHER TEACHING IDEAS INCLUDE CLASS DISCUSSION AND REPORTS. THE APPENDIX INCLUDES OCCUPATIONAL INFORMATION, A VOCABULARY LIST, AND A VARIETY OF VISUAL AIDS. A BIBLIOGRAPHY AND SPACE FOR THE TEACHER'S NOTES ARE GIVEN. (AG)

VT 016 203
GALBRAITH, LILYAN K.
COORDINATING A PACKET OF LEARNING AIDS WITH A TEACHING UNIT IN CONSUMER CREDIT.

KENTUCKY UNIV., LEXINGTON.
INSTRUCTIONAL MATERIALS LAB.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 55P.

DESCRIPTORS - MARKETING; *RESOURCE MATERIALS; BEHAVIORAL OBJECTIVES; TEACHING PROCEDURES; *HOME ECONOMICS EDUCATION; *CONSUMER ECONOMICS; *CREDIT (FINANCE); SECONDARY GRADES; *INSTRUCTIONAL AIDS
IDENTIFIERS - ECONOMIC AWARENESS

ABSTRACT - THIS INSTRUCTIONAL GUIDE WAS PREPARED TO SHOW HOW THE RESOURCE MATERIALS IN THE "CONSUMER CREDIT PACKET" CAN BE COORDINATED WITH "CONSUMER EDUCATION CURRICULUM GUIDE," AVAILABLE AS VT 012 374 IN AIM SUMMER, 1971, FOR A HIGH SCHOOL HOME ECONOMICS CLASS. SUGGESTIONS TO TEACHERS FOR HANDLING THE "CONSUMER CREDIT PACKET" PRECEDE THE SUBJECT MATTER OUTLINE AND THE SUPPORTING GENERALIZATIONS, TEACHING PROCEDURES, AND RESOURCE MATERIALS WHICH ARE PRESENTED IN A 3-COLUMN PAGE FORMAT. GENERAL AND SPECIFIC BEHAVIORAL OBJECTIVES, VOCABULARY TERMS, SUPPORTING CONCEPTS, AND BROAD GENERALIZATIONS ARE PROVIDED. A RESOURCE LIST AND A LIST OF TEACHING MATERIALS ARE INCLUDED IN THE "CONSUMER CREDIT PACKET", DEVELOPED BY A UNIVERSITY CONSULTANT IN HOME ECONOMICS AND AN ADVISORY COMMITTEE OF HOME ECONOMICS TEACHERS, SUPERVISORS, ADMINISTRATORS, AND OTHER EDUCATORS. (AG)

VT 016 205
BIBLIOGRAPHY--CAREER BROCHURES.

MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 13P.

DESCRIPTORS - *BIBLIOGRAPHIES; *PAMPHLETS; *CAREER EDUCATION; *OCCUPATIONAL CLUSTERS; REFERENCE MATERIALS; *SERVICES; VOCATIONAL DEVELOPMENT; CAREER OPPORTUNITIES; CAREER PLANNING; SECONDARY EDUCATION
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS BIBLIOGRAPHY OF CAREER EDUCATION BROCHURES LISTS REFERENCE MATERIALS WITH ADDRESSES FOR 14 OCCUPATIONAL CLUSTERS. PRICES ARE GIVEN FOR SOME OF THE PAMPHLETS. THE OCCUPATIONAL CLUSTERS ARE ALPHABETICALLY LISTED AND COVER A WIDE RANGE OF VOCATIONS, FROM AGRICULTURE TO TRANSPORTATION SERVICES. (AG)

VT 016 219
GALBRAITH, LILYAN K.
EQUIPMENT FOR TEACHING CHILD DEVELOPMENT IN JUNIOR AND SENIOR HIGH SCHOOL.

KENTUCKY UNIV., LEXINGTON.
INSTRUCTIONAL MATERIALS LAB.
MF AVAILABLE IN VT-ERIC SET.

PUB DATE - 71 33P.

DESCRIPTORS - GUIDES; INSTRUCTIONAL MATERIALS; *CHILD DEVELOPMENT; *EQUIPMENT; *PHYSICAL FACILITIES; *HOME ECONOMICS EDUCATION; JUNIOR HIGH SCHOOLS; SENIOR HIGH SCHOOLS; EDUCATIONAL EQUIPMENT; EQUIPMENT MANUFACTURERS

ABSTRACT - DEVELOPED BY A SPECIAL CONSULTANT FOR HOME ECONOMICS FOR AN INSTRUCTIONAL MATERIALS LABORATORY, THIS BOOKLET IS INTENDED TO AID HIGH SCHOOL PERSONNEL IN PLANNING A WELL EQUIPPED CENTER FOR TEACHING CHILD DEVELOPMENT IN CONSUMER AND HOMEMAKING EDUCATION CLASSES. THE PLAN OUTLINED IS BASED ON THE CONCEPT OF SUPPLYING TEENAGERS WITH A VARIETY OF EXPERIENCES WITH SMALL CHILDREN IN A LIMITED SPACE. CONTENTS INCLUDE: (1) SUGGESTED FLOOR PLANS FOR THE TEACHING CENTER, (2) A CURRICULUM GUIDE, (3) PLANNING SUGGESTIONS, (4) LISTS OF BASIC AND RECOMMENDED EQUIPMENT AND MATERIALS, WITH APPROXIMATE COSTS, (5) TIPS FOR TEACHERS, (6) A BIBLIOGRAPHY OF BOOKS, EQUIPMENT CATALOGS, MOVIES, AND SLIDES, AND (7) A DETAILED EQUIPMENT OUTLINE INCLUDING SPECIFIC ITEMS AND DESCRIPTIONS, COMPANIES SUPPLYING THEM, AND PRICES, FOR THE SUBJECT AREAS OF BLOCK AND DRAMATIC PLAY; BOOKS, MUSIC, AND PUZZLES; CREATIVE ARTS; FREE PLAY; HOUSEKEEPING; AND MISCELLANEOUS. (AW)

VT 016 220
THRELKELD, JOYCE C.
CARING FOR INFANTS IN DAY CARE CENTERS: A GUIDE FOR TEACHERS, UNIT V. UP-GRADING PROGRAM FOR CHILD DAY CARE CENTER PERSONNEL.

KENTUCKY UNIV., LEXINGTON.
INSTRUCTIONAL MATERIALS LAB.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 72 100P.

DESCRIPTORS - *DAY CARE PROGRAMS; *INSTRUCTIONAL MATERIALS; *RESOURCE MATERIALS; *CURRICULUM GUIDES; BEHAVIORAL OBJECTIVES; *CONCEPT TEACHING; TESTS; RECORDS (FORMS); LEARNING ACTIVITIES; TEACHING METHODS; SECONDARY GRADES
IDENTIFIERS - BEGINNING COMPETENCE

ABSTRACT - COMPILED BY A HOME ECONOMICS SPECIALIST, THIS GUIDE IS THE FIFTH IN A SERIES OF UNITS DESIGNED FOR UP-GRADING PROGRAMS FOR CHILD DAY CARE CENTER PERSONNEL. IT IS BASED ON COURSES PLANNED AND TAUGHT IN A KENTUCKY AREA VOCATIONAL SCHOOL AND IN TWO KENTUCKY HIGH SCHOOLS. A CONCEPTUAL OUTLINE IS PRESENTED FOR SIX MAJOR CONCEPTS COVERING 27 SUPPORTING CONCEPTS. SIX LESSON OUTLINES INCLUDE: (1) MAJOR AND SUPPORTING CONCEPTS, (2) BEHAVIORAL OBJECTIVES, (3) SPECIFIC PERFORMANCE OUTCOMES, (4) SUPPORTING CONTENT AND GENERALIZATIONS, (5) TEACHING STRATEGIES, AND (6) SUGGESTED RESOURCES. A PRETEST, A SAMPLE DAILY CARE SHEET, STUDENT RECORD FORMS, A QUESTIONNAIRE, SCHEDULE FORMS, A SELF-EVALUATION SHEET, LISTS OF STAFF DUTIES, A SAFETY CHECK LIST, SUGGESTED ACTIVITIES, SUGGESTIONS FOR CONSTRUCTING SIMPLE TOYS, AND EVALUATION FORM, AND TRANSPARENCY MASTERS AREAPPENDED. OTHER UNITS IN THE SERIES ARE AVAILABLE AS VT 007 119 - 007 120, (AIM FALL 1969) AND VT 012 774 (AIM SUMMER 1971). (GEB)

VT 016 242
HAYES, ANNE C.
HOME AND COMMUNITY SERVICES. COURSE OUTLINE.

KENTUCKY UNIV., LEXINGTON.
INSTRUCTIONAL MATERIALS LAB.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 30P.

DESCRIPTORS - *OCCUPATIONAL HOME ECONOMICS; *VOCATIONAL EDUCATION; BIBLIOGRAPHIES; RESOURCE MATERIALS; HUMAN SERVICES; VISITING HOMEMAKERS; *DISADVANTAGED YOUTH; *HANDICAPPED STUDENTS; SECONDARY GRADES; VOCATIONAL DEVELOPMENT
IDENTIFIERS - EDUCATIONAL AWARENESS; CAREER AWARENESS; HOME HEALTH AIDES; *SERVICE OCCUPATIONS

ABSTRACT - THIS COURSE OUTLINE FOR A YEAR-LONG OCCUPATIONAL HOME ECONOMICS TRAINING PROGRAM IN HOME AND COMMUNITY SERVICES WAS DESIGNED FOR TEACHING OF REGULAR, DISADVANTAGED, AND HANDICAPPED STUDENTS IN A HIGH SCHOOL OR VOCATIONAL SCHOOL. INTENDED TO PREPARE STUDENTS FOR EMPLOYMENT IN AREAS OF HOUSEKEEPING, MEAL PREPARATION AND SERVICE, CARE OF CHILDREN, AND HOME CARE OF THE SICK AND ELDERLY, THE COURSE IS PRESENTED IN THREE PARTS: (1) ORIENTATION TO GAINFUL EMPLOYMENT, (2) HOME EMPLOYMENT, AND (3) COMMUNITY EMPLOYMENT. "REAL-LIFE" LABORATORY EXPERIENCES ARE TO BE PROVIDED IN THE CLASSROOM AND THEUNITY. DEVELOPED BY THREE STATE DIRECTORS IN HOME ECONOMICS EDUCATION, THE GUIDE INCLUDES RESOURCE LISTS AND A BIBLIOGRAPHY. (AG)

VT 016 243
HAYES, ANNE C.
POST SECONDARY FOOD SERVICE GUIDE: SANDWICH GIRL, SALAD GIRL, AND LUNCH COUNTER WORKER.

KENTUCKY UNIV., LEXINGTON.
INSTRUCTIONAL MATERIALS LAB.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 104P.

DESCRIPTORS - *POST SECONDARY EDUCATION; HUMAN SERVICES; *OCCUPATIONAL HOME ECONOMICS; *FOOD SERVICE OCCUPATIONS; BEHAVIORAL OBJECTIVES; RESOURCE MATERIALS; TEACHING PROCEDURES; BIBLIOGRAPHIES; *TEACHING GUIDES; *VOCATIONAL DEVELOPMENT; JOB SKILLS; VOCATIONAL EDUCATION
IDENTIFIERS - CAREER AWARENESS; BEGINNING COMPETENCE; EMPLOYMENT SKILLS

ABSTRACT - THIS TEACHING GUIDE FOR A 150-HOUR POST-SECONDARY OCCUPATIONAL HOME ECONOMICS TRAINING PROGRAM FOR FOOD SERVICE WORKERS, KEYED TO A BASIC FOOD SERVICE GUIDE, PRESENTS BEHAVIORAL OBJECTIVES, A COURSE OUTLINE, AND SIX INSTRUCTIONAL UNITS FOCUSING ON SKILL DEVELOPMENT IN SALAD MAKING, SANDWICH MAKING, AND LUNCH COUNTER WORK. FOR EACH UNIT, GENERAL AND SPECIFIC GENERALIZATIONS, TEACHING PROCEDURES, AND RESOURCE MATERIALS ARE LISTED IN A 3-COLUMN CHART FORMAT. TEACHING TECHNIQUES INCLUDE FIELD TRIPS AND THE USE OF AUDIOVISUAL AIDS. AN EXTENSIVE RESOURCE LIST AND A BIBLIOGRAPHY ARE INCLUDED IN THE GUIDE, DEVELOPED BY A HOME ECONOMICS SPECIALIST AT A UNIVERSITY WITH THE HELP OF TWO STATE DIRECTORS AND A FOOD SUPERVISOR IN INDUSTRY. (AG)

VT 016 297
BAIRD, JOE A.
MANUAL FOR MANPOWER INSTRUCTORS.

ARIZONA STATE DEPT. OF VOCATIONAL EDUCATION, PHOENIX.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - MAR72 133P.

DESCRIPTORS - MANUALS; RESOURCE MATERIALS; *MANPOWER DEVELOPMENT; *PROJECT TRAINING METHODS; ADULT BASIC EDUCATION; *VOCATIONAL DEVELOPMENT; VOCATIONAL EDUCATION; *DISADVANTAGED GROUPS; *TEACHER EDUCATION; LEARNING PROCESSES; TEACHER CHARACTERISTICS; EVALUATION TECHNIQUES; PROGRAM DESCRIPTIONS

ABSTRACT - THIS COMPREHENSIVE MANUAL FOR MANPOWER DEVELOPMENT AND TRAINING INSTRUCTORS DESCRIBES THE PLANNING AND IMPLEMENTATION OF PROJECT TRAINING METHODS FOR THE DISADVANTAGED, SPECIFICALLY FOCUSING ON STUDENT AND TEACHER CHARACTERISTICS, THE LEARNING PROCESS, AND INSTRUCTIONAL PLANNING. BACKGROUND INFORMATION ON THE PROGRAM IS DETAILED, IN ADDITION TO DESCRIBING CLASSROOM PROCEDURES, TEACHING TECHNIQUES, AND THE USE OF INSTRUCTIONAL AIDS. STUDENT AND TEACHER EVALUATION SUGGESTIONS AND THE ESTABLISHMENT OF PERFORMANCE OBJECTIVES ARE DISCUSSED. DESCRIPTIONS OF OTHER MANPOWER PROGRAMS AND PROGRAM FORMS ARE INCLUDED IN THE EXTENSIVE RESOURCE MATERIALS FOR THIS MANUAL, DEVELOPED BY A VOCATIONAL TRAINING COORDINATOR SERVING AS A TEACHER EDUCATOR. (AG)

VT 016 305
FILMS ON MANPOWER PRODUCED BY U.S. DEPARTMENT OF LABOR.

NATIONAL AUDIOVISUAL CENTER, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - JAN72 14P.

DESCRIPTORS - *VOCATIONAL EDUCATION; COMMUNICATIONS; *MANPOWER NEEDS; VOCATIONAL DEVELOPMENT; *FILMS; *AUDIOVISUAL INSTRUCTION; CAREER PLANNING; *CAREER OPPORTUNITIES; PAMPHLETS; COSTS
IDENTIFIERS - CAREER AWARENESS; ECONOMIC AWARENESS

ABSTRACT - THIS PAMPHLET BRIEFLY DESCRIBES A SERIES OF 32 FILMS DEALING WITH CAREER PLANNING AND JOB OPPORTUNITIES AS RELATED TO MANPOWER NEEDS. THESE 32 FILMS ARE NOT RANDOM SAMPLES. THEY ARE PART OF A CAREFULLY PLANNED "AUDIO-VISUAL SYSTEMS PROGRAM" TO PRESENT THE REAL STORY OF PEOPLE AND THEIR JOBS. ORDERING AND RENTAL INFORMATION FOR THE FILMS IS DETAILED, AND COSTS ARE INCLUDED. (AUTHOR/AG)

VT 016 374
COURSE OUTLINE FOR COMMERCIAL FOODS.

TENNESSEE STATE BOARD FOR VOCATIONAL EDUCATION, NASHVILLE.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - OCT71 20P.

DESCRIPTORS - SECONDARY GRADES; *VOCATIONAL HOME ECONOMICS; *VOCATIONAL EDUCATION; HUMAN SERVICES; *FOODS INSTRUCTION; BIBLIOGRAPHIES; *VOCATIONAL DEVELOPMENT
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS BASIC OUTLINE FOR A VOCATIONAL PREPARATION COURSE IN COMMERCIAL FOODS INCLUDES BRIEF TREATMENT OF SEVEN INSTRUCTIONAL BLOCKS: (1) AN INTRODUCTION, (2) WEIGHTS AND MEASURES, (3) FOOD NUTRIENTS AND NUTRITION, (4) HYGIENE AND SANITATION, (5) SAFETY, (6) COOKING EQUIPMENT, AND (7) FOOD PREPARATION. A RATIONALE FOR THE COURSE AND A BIBLIOGRAPHY ARE INCLUDED. (AG)

VT 016 395
SEX EDUCATION PROGRAM, GRADES 2, 5, 8, AND HIGH SCHOOL.

ROCK ISLAND PUBLIC SCHOOLS, ILL.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - AUG72 20P.1972 REVISION

DESCRIPTORS - *RESOURCE MATERIALS; *EDUCATIONAL PROGRAMS; COURSE CONTENT; SECONDARY EDUCATION; *SEX EDUCATION; EDUCATIONAL OBJECTIVES; LESSON PLANS; *TEACHING GUIDES; *BIBLIOGRAPHIES; AUDIOVISUAL AIDS; GRADE 2; GRADE 5; GRADE 8; TEACHING TECHNIQUES

ABSTRACT - OUTLINED IN THIS DOCUMENT ARE SEX EDUCATION PROGRAMS FOR GRADES TWO, FIVE, AND EIGHT ON THE ELEMENTARY LEVEL AS WELL AS A PROGRAM FOR THE HIGH SCHOOL LEVEL. INCLUDED IN THE DOCUMENT ARE OBJECTIVES, TEACHING SUGGESTIONS, AND LESSON PLANS. ALSO INCLUDED ARE A BIBLIOGRAPHY AND A LIST OF RESOURCE MATERIALS. (JS)

VT 016 403
SMITH, FRANCES M.
RESOURCES IN HOME ECONOMICS FOR THE BLIND HOMEMAKER. SUPPLEMENT.

MASSACHUSETTS HOME ECONOMICS ASSOCIATION.
MF AVAILABLE IN VT-ERIC SET.
MASSACHUSETTS ASSOCIATION FOR THE BLIND, 120 BOYLSTON ST. BOSTON, MASSACHUSETTS 02116 ($.50)
PUB DATE - 72 15P.

DESCRIPTORS - *RESOURCE GUIDES; *HOME ECONOMICS; *HOMEMAKING EDUCATION; HOME MANAGEMENT; *BLIND; BRAILLE; TALKING BOOKS; WELFARE
IDENTIFIERS - EDUCATIONAL AWARENESS; *BIBLIOGRAPHIES; RESOURCE MATERIALS

ABSTRACT - THIS SUPPLEMENTARY RESOURCE GUIDE TO HOME ECONOMICS

MATERIALS FOR THE BLIND HOMEMAKER, INCLUDING BOOKS IN BRAILLE AND TAPES, COVERS TEN SUBJECT AREAS RANGING FROM MONEY MANAGEMENT TO FAMILY RELATIONS. MAGAZINES AND MISCELLANEOUS PUBLICATIONS ARE INCLUDED IN THE GUIDE, DEVELOPED BY A HOME ECONOMICS EDUCATOR AT A UNIVERSITY. THIS DOCUMENT IS RELATED TO "RESOURCES IN HOME ECONOMICS FOR THE BLIND HOMEMAKER," AVAILABLE IN AIM FALL 1970 AS VT 010 742. (AG)

VT 016 407
HAYES, ANNE C., COMP.
A SUPPLEMENTARY TRAINING PROGRAM FOR SCHOOL FOOD SERVICE PERSONNEL.

JEFFERSON COUNTY SCHOOL FOOD SERVICE PROGRAM, LOUISVILLE, KY.;KENTUCKY UNIV., LEXINGTON. DEPT. OF HOME ECONOMICS EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 126P.

DESCRIPTORS - *PROGRAM DESCRIPTIONS; PARAPROFESSIONAL SCHOOL PERSONNEL; *FOODS INSTRUCTION; FOOD SERVICE; *FOOD SERVICE OCCUPATIONS; OCCUPATIONAL HOME ECONOMICS; RESOURCE MATERIALS; *ADULT VOCATIONAL EDUCATION; PROGRAM EVALUATION; COURSE CONTENT; VOCATIONAL DEVELOPMENT
IDENTIFIERS - CAREER AWARENESS; BEGINNING COMPETENCE

ABSTRACT - THIS SUPPLEMENTARY TRAINING PROGRAM FOR SCHOOL FOOD SERVICE PERSONNEL CONTAINS A DESCRIPTION OF THE PROGRAM AND ITS DEVELOPMENT, IN ADDITION TO THREE TEACHER-DEVELOPED UNITS ON THE BASIC PRINCIPLES OF VOLUME FOOD PREPARATION AND FOOD SERVICE MANAGEMENT. BAKING BREADS, ROLLS, AND DESSERTS IS DISCUSSED. FOR EACH OF THE INSTRUCTIONAL UNITS, EIGHT LESSON PLANS OUTLINE TRAINING OBJECTIVES, SUGGESTION SUBJECT CONTENT, AND TEACHING PROCEDURES. RESOURCE MATERIALS AND WORK SIMPLIFICATION IDEAS ARE INCLUDED. DEVELOPED BY AN OCCUPATIONAL HOME ECONOMICS SPECIALIST AT A UNIVERSITY AND OTHER VOCATIONAL EDUCATORS, THIS CURRICULUM GUIDE PROVIDES SUMMARY SHEETS FOR EACH LESSON AND A PROGRAM EVALUATION FORM. (AG)

VT 016 408
THRELKELD, JOYCE C.
SEMINAR ON SANITATION FOR RESTAURANT OWNERS AND MANAGERS. UNIT I.

KENTUCKY UNIV., LEXINGTON. INSTRUCTIONAL MATERIALS LAB.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 72 46P.

DESCRIPTORS - *SANITATION IMPROVEMENT; CONCEPTUAL SCHEMES; RESOURCE MATERIALS; HEALTH CONDITIONS; ADULT STUDENTS; *SEMINARS; *FOOD SERVICE; *VOCATIONAL EDUCATION; VOCATIONAL DEVELOPMENT; *MANAGEMENT EDUCATION; BEHAVIORAL OBJECTIVES; FOOD STANDARDS; TEACHING PROCEDURES; PROGRAM EVALUATION
IDENTIFIERS - CAREER AWARENESS; ECONOMIC AWARENESS; BEGINNING COMPETENCE

ABSTRACT - THIS INSTRUCTIONAL GUIDE FOR THE FIRST OF TWO 4-HOUR SEMINARS ON SANITATION FOR RESTAURANT OWNERS AND MANAGERS INTENDS TO UPGRADE SANITARY PRACTICES IN FOOD SERVICE ESTABLISHMENTS. DEVELOPED BY AN OCCUPATIONAL HOME ECONOMICS SPECIALIST AT A UNIVERSITY AND OTHER VOCATIONAL EDUCATORS, THE UNIT INCLUDES A CONCEPTUAL OUTLINE FOCUSING ON THE EFFECT OF SANITARY PRACTICES ON PROFITS AND WAYS TO PREVENT CONTAMINATION OF FOOD. GUIDELINES FOR ORGANIZATION OF THE SEMINARS AND SUGGESTIONS FOR THE TEACHER ARE PROVIDED. FOR THE MAJOR AND SUPPORTING CONCEPTS, GENERAL AND SPECIFIC BEHAVIORAL OBJECTIVES ARE PRESENTED. TEACHING PROCEDURES ARE CORRELATED WITH GENERALIZATIONS AND RESOURCE MATERIALS IN A 3-COLUMN CHART FORMAT. A PROGRAM EVALUATION SHEET AND A DETAILED RESOURCE LIST ARE INCLUDED. A WIDE VARIETY OF APPENDIXES INCLUDES CHECK LISTS, TABLES, PRETESTS, AND TRANSPARENCIES. (AG)

VT 016 420
FAMILY LIFE AND HUMAN SEXUALITY. A CURRICULUM GUIDE.

PARKWAY SCHOOL DISTRICT,
CHESTERFIELD, MO.
MF AVAILABLE IN VT-ERIC SET.
PARKWAY SCHOOL DISTRICT, 455 NORTH
WOODS MILL ROAD, CHESTERFIELD,
MISSOURI 63017 ($2.50)
PUB DATE - OCT71 110P.

DESCRIPTORS - BIBLIOGRAPHIC CITATIONS; *FAMILY LIFE EDUCATION; *SEX EDUCATION; *SEXUALITY; WELFARE; HUMAN RELATIONS; ELEMENTARY GRADES; SECONDARY GRADES; BEHAVIORAL OBJECTIVES; LEARNING ACTIVITIES; RESOURCE MATERIALS; *CURRICULUM GUIDES; GLOSSARIES; CONCEPT FORMATION
IDENTIFIERS - EDUCATIONAL AWARENESS; ATTITUDES APPRECIATIONS; ROLE PERCEPTION; FAMILY (SOCIOLOGICAL UNIT)

ABSTRACT - THIS REVISED CURRICULUM GUIDE FOR A COMPREHENSIVE FAMILY LIFE AND HUMAN SEXUALITY PROGRAM IN THE ELEMENTARY AND SECONDARY GRADES PRESENTS, FOR EACH GRADE LEVEL, CONCEPTS CORRELATED WITH LEARNING ACTIVITIES AND RESOURCE MATERIALS IN A THREE-COLUMN CHART FORMAT. A BRIEF PROGRAM RATIONALE AND GENERAL TEACHING SUGGESTIONS PRECEDE SEVEN BASIC GENERALIZATIONS AND FOUR BEHAVIORAL OBJECTIVES FOR THE PROGRAM. SEPARATE BIBLIOGRAPHIES ARE PROVIDED FOR THE ELEMENTARY, JUNIOR HIGH, AND SENIOR HIGH GRADES. AN EXTENSIVE GLOSSARY IS INCLUDED IN THIS RESOURCE GUIDE, DEVELOPED BY A COMMITTEE OF TEACHERS, CONSULTANTS, AND ADMINISTRATORS. THE USE OF AUDIOVISUAL AIDS, ROLE PLAYING, AND DISCUSSION ARE TEACHING TECHNIQUES USED TO FOCUS ON VARIOUS ASPECTS OF HUMAN RELATIONS. (AG)

VT 016 486
HOME ECONOMICS EDUCATION COURSE OF STUDY FOR OCCUPATIONALLY ORIENTED CLASSES. GRADES 8, 9, AND 10.

FAIRFAX COUNTY SCHOOLS, VA. DEPT. OF CURRICULUM AND INSTRUCTION.
MF AVAILABLE IN VT-ERIC SET.
FAIRFAX COUNTY PUBLIC SCHOOLS,
10700 PAGE AVENUE, FAIRFAX,
VIRGINIA 22030 ($5.00)
PUB DATE - AUG68 119P.

DESCRIPTORS - GRADE 8; GRADE 9; GRADE 10; HOME ECONOMICS EDUCATION; *OCCUPATIONAL HOME ECONOMICS; *HOMEMAKING EDUCATION; *CURRICULUM GUIDES; OCCUPATIONAL SURVEYS; *STUDENT CENTERED CURRICULUM; RESOURCE MATERIALS; VOCABULARY; POTENTIAL DROPOUTS; *INTEGRATED ACTIVITIES; BEHAVIORAL OBJECTIVES; PERSONAL GROWTH
IDENTIFIERS - SELF AWARENESS; CAREER AWARENESS; BEGINNING COMPETENCE; EDUCATIONAL AWARENESS

ABSTRACT - THE SCOPE OF THIS CURRICULUM GUIDE FOR HOME ECONOMICS COURSES IN GRADES 8, 9, AND 10 INCLUDES HOMEMAKING EDUCATION AND OCCUPATIONAL HOME ECONOMICS. DEVELOPED BY HOME ECONOMICS TEACHERS AND FIELD TESTED IN THE CLASSROOM, THE INTEGRATED STUDENT-CENTERED CURRICULUMS STRESS ACTIVITY LEARNING AND THE CORRELATION BETWEEN HOME ECONOMICS AND OTHER SUBJECT AREAS. TEN INTRODUCTORY UNITS FOR GRADE 8, SEVEN SKILL DEVELOPMENT UNITS FOR GRADE 9, AND TWO TENTATIVE UNITS FOR A GRADE 10 OCCUPATIONAL SURVEY LEADING TO FURTHER SPECIALIZATION PRESENT GOALS AND CONCEPTS, LEARNING ACTIVITIES, AND RESOURCE MATERIALS IN A 3-COLUMN CHART FORMAT. GENERAL AND SPECIFIC COURSE OBJECTIVES AND SUGGESTED TIME BLOCKS PRECEDE THE INSTRUCTIONAL MATERIALS DEALING WITH SELF DEVELOPMENT, FOODS, CLOTHING, TEXTILES, CHILD CARE, FAMILY LIFE, AND NURSING TECHNIQUES. A 5-WEEK PILOT COURSE IN HOMEMAKING FOR GRADE 8 BOYS WHO ARE POTENTIAL DROPOUTS IS DESCRIBED. A VOCABULARY LIST AND OTHER RESOURCE LISTS ARE PROVIDED. (AG)

VT 016 533
VA CENTER SAFETY TRAINING MANUAL.

VA CENTER, HOT SPRINGS, S. DAK.
DOCUMENT NOT AVAILABLE FROM EDRS.

PUB DATE - SEP68 20P.

DESCRIPTORS - *SAFETY EDUCATION; *SAFETY; *MANUALS; TRAFFIC SAFETY; *ACCIDENTS

ABSTRACT - THIS GUIDE WAS WRITTEN PRIMARILY TO ACQUAINT EMPLOYEES, CHIEFLY NEW ONES, WITH THE SAFE PRACTICES AND ACCIDENT PREVENTION METHODS RECOMMENDED BY THE NATIONAL SAFETY COUNCIL. IT PROVIDES A GENERAL KNOWLEDGE OF SAFETY PRACTICES IN ORGANIZATIONS AND METHODS OF ANALYZING ACCIDENTS FOR SUPERVISORY USE. CONTENT AREAS INCLUDED: (1) INFORMATION REGARDING THE SUPERVISORY RESPONSIBILITY FOR SAFETY, (2) THE SEQUENCE OF ACCIDENTS, (3) ACCIDENT SOURCES AND CAUSES, (4) DEFINITIONS OF ACCIDENT FACTORS, (5) A COMPILATION OF ACCIDENT CAUSES, (6) FINDING AND CORRECTING HAZARDS, (7) SAFETY INSPECTIONS, (8) JOB SAFETY ANALYSIS, (9) ACCIDENT INVESTIGATION, (10) PLANT HOUSEKEEPING, (11) HAND TOOLS, (12) LOW VOLTAGE ELECTRICAL HAZARDS, (13) PREVENTION OF FALLS, (14) HOW TO SAFE GUARD MACHINERY, (15) ACCIDENT REPORTS AND RECORDS AS WELL AS (16) THE FIVE "SEEING STEPS" OF SAFE DRIVING. (SN)

VT 016 680
FREEDOM OF CHOICE IN CAREER SELECTION: "THE AMERICAN WAY." OCCUPATION BY CHOICE INSTEAD OF OCCUPATION BY CHANCE.

PILASCO EDUCATION CENTER, OHIO.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 57P.

DESCRIPTORS - *CAREER CHOICE; *CAREER EDUCATION; *OCCUPATIONAL CLUSTERS; *OCCUPATIONAL INFORMATION; *TEACHING GUIDES
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - DESIGNED BY THE PILASCO EDUCATION CENTER IN COOPERATION WITH NUMEROUS SCHOOL DISTRICTS OF SCIOTO COUNTY, OHIO, THIS GRADE 5 TEACHER'S GUIDE IS DESIGNED TO HELP TEACHERS PROVIDE CAREER INFORMATION TO THEIR STUDENTS THROUGH INFORMATION ON CAREER CLUSTERS. THE DOCUMENT GIVES SUGGESTED INSTRUCTIONAL APPROACHES FOR THE TEACHING OF CAREER INFORMATION. OCCUPATIONAL CLUSTERS ARE LISTED AND ARE ACCOMPANIED BY A SUGGESTION SHEET FOR SPEAKERS ON CAREER INFORMATION. CAREER INFORMATION LOG SHEETS ARE INCLUDED. A SUPPLEMENTARY CAREER DEVELOPMENT BOOKLET IS ATTACHED TO THE DOCUMENT AND GIVES A BRIEF OUTLINE OF CAREER CLUSTERS IN CAREER EDUCATION. AMONG THE CAREER CLUSTERS DESCRIBED ARE THE FOLLOWING OCCUPATIONS: (1) AGRICULTURE, (2) ARTISTIC, CLERICAL, AND COMMUNICATIVE SKILLS, (3) CONSTRUCTION, (4) EDUCATION, (5) ENTERTAINMENT, (6) FINANCE, (7) FOOD SERVICE, (8) GOVERNMENT, (9) HEALTH SERVICES, (10) HOMEMAKING, (11) LEGAL SERVICES, (12) MANAGEMENT, AND (13) RECREATION. (DL)

VT 016 709
INTRODUCTIONS. A SELF-INSTRUCTIONAL PROGRAM.

REHABILITATION RESEARCH FOUNDATION, ELMORE, ALA.
DEPARTMENT OF LABOR, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
TRADE AND INDUSTRIAL EDUCATION, P.O. BOX 2847, UNIVERSITY, ALABAMA 35486 ($.50)
PUB DATE - ND 16P.

DESCRIPTORS - *AUTOINSTRUCTIONAL AIDS; *SOCIAL DEVELOPMENT; *INTERPERSONAL COMPETENCE; *SOCIAL RELATIONS; SELF CONCEPT; WORKSHEETS; STUDY GUIDES; *ADULT EDUCATION
IDENTIFIERS - *INTRODUCTIONS; SELF AWARENESS; ATTITUDES APPRECIATIONS

ABSTRACT - THIS SELF-INSTRUCTIONAL BOOKLET IS DESIGNED TO HELP TEACH THE USER SOME OF THE REASONS AND PROCEDURES FOR CORRECT INTRODUCTIONS. QUESTION AND ANSWER SHEETS ARE PROVIDED TO ALLOW THE READER TO PRACTICE HIS SKILL IN PERFORMING CORRECT INTRODUCTIONS. AS A UNIT IN SOCIAL STUDIES, THE MATERIAL IS INTENDED TO INCREASE

ONE'S SELF CONCEPT, COURTESY, AND RESPECT FOR OTHERS IN THE PROCESS OF GAINING A SOCIAL SKILL. (DL)

VT 016 746
A LAYMAN'S GUIDE TO BASIC LAW UNDER THE NATIONAL LABOR RELATIONS ACT.

NATIONAL LABOR RELATIONS BOARD, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402 (S/N 3100-0095, $.35)
PUB DATE - 71 70P. 1971 REVISION

DESCRIPTORS - *PAMPHLETS; GOVERNMENT (ADMINISTRATIVE BODY); LAYMEN; *LABOR LAWS; *FEDERAL LAWS; *INDUSTRIAL RELATIONS; EMPLOYER EMPLOYEE RELATIONSHIP; *ADULT BASIC EDUCATION; COLLECTIVE BARGAINING; RESOURCE MATERIALS; LABOR STANDARDS
IDENTIFIERS - EDUCATIONAL AWARENESS; LABOR FORCE PARTICIPATION; *NATIONAL LABOR RELATIONS ACT

ABSTRACT - PREPARED IN THE OFFICE OF THE GENERAL COUNSEL, NATIONAL LABOR RELATIONS BOARD, THIS IS A REVISED EDITION OF A PAMPHLET ORIGINALLY ISSUED IN 1962. PROVIDING A BASIC FRAMEWORK FOR A BETTER UNDERSTANDING OF THE NATIONAL LABOR RELATIONS ACT AND ITS ADMINISTRATION FOR THE LAYMAN, THIS BOOKLET SETS FORTH THE RIGHTS OF EMPLOYEES, THE OBLIGATIONS OF COLLECTIVE BARGAINING AND REPRESENTATION OF EMPLOYEES, UNFAIR LABOR PRACTICES OF EMPLOYERS AND LABOR ORGANIZATIONS, AND THE AUTHORITY FOR ENFORCING THE ACT BY THE NATIONAL LABOR RELATIONS BOARD. A SPECIAL CHART IS INCLUDED THAT ARRANGES SYSTEMATICALLY THE TYPES OF CASES IN WHICH AN EMPLOYER OR A LABOR ORGANIZATION MAY BE INVOLVED UNDER THE ACT. A REGIONAL DIRECTORY WITH A MAP IS PROVIDED FOR THE NATIONAL LABOR RELATIONS BOARD. AN OUTLINE OF MAJOR POINTS IN BOLDFACE TYPE ACCOMPANIES THE READING MATERIALS. (AG)

VT 016 747
CROOK, CARLA;GRIFFITH, MARY
A GUIDE FOR ESTABLISHING A HOME ECONOMICS RELATED OCCUPATIONS PROGRAM.

KANSAS STATE UNIV., MANHATTAN. DEPT. OF ADULT AND OCCUPATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 72 75P.

DESCRIPTORS - *RESOURCE GUIDES; *REFERENCE MATERIALS; *PROGRAM DEVELOPMENT; *CURRICULUM PLANNING; INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; UNIT PLAN; *OCCUPATIONAL HOME ECONOMICS; BIBLIOGRAPHIES

ABSTRACT - INTENDED FOR USE AS A REFERENCE FOR THE ESTABLISHMENT OF HOME ECONOMICS PROGRAMS, THIS RESOURCE PAPER PRESENTS DEVELOPMENTAL INFORMATION OF A GENERAL NATURE AND IDENTIFIES APPROPRIATE BIBLIOGRAPHIC REFERENCES AND MATERIALS ON PROGRAM PLANNING AND IMPLEMENTATION. A STUDENT LEARNING UNIT AND SCRIPT FOR AN ACCOMPANYING SLIDE SERIES ON OCCUPATIONAL HOME ECONOMICS DESIGNED FOR USE WITH THIS GUIDE ARE INCLUDED. THESE MATERIALS MAY BE ALTERED OR EXTENDED TO FIT INDIVIDUAL NEEDS AND/OR GROUP SITUATIONS. COURSE SUGGESTIONS, EVALUATIVE CRITERIA, STUDENT SELECTION PROCEDURES AND A SET OF GENERAL OBJECTIVES CONSTITUTE A MAJOR PORTION OF THIS PUBLICATION. (SN)

VT 016 785
KIRTZ, CATHERINE M.
HOME NURSING.

NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION.; RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. CURRICULUM LAB.; MARIE H. KATZENBACH SCHOOL FOR THE DEAF, WEST TRENTON, N.J.
MF AVAILABLE IN VT-ERIC SET.
N.J. VOC-TECH CURRICULUM LAB., RUTGERS UNIVERSITY, BUILDING 4103, KILMER CAMPUS, NEW BRUNSWICK, NEW JERSEY 08903 ($2.00)

PUB DATE - MAY72 228P.

DESCRIPTORS - *VOCATIONAL EDUCATION; *NURSING; UNIT PLANS; LESSON PLANS; *HEALTH EDUCATION; *ADULT EDUCATION
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS BOOK WAS WRITTEN TO CONVEY TO THE OLDER DEAF GIRL A BASIC KNOWLEDGE OF HOME CARE FOR THE SICK, FIRST AID IN ACCIDENTS AND EMERGENCIES, AND COPING WITH NATURAL DISASTERS. THE GUIDE CONSISTS OF TWELVE UNITS WHICH APPEAR UNDER THE FOLLOWING TITLES: (1) WHY TAKE HOME NURSING?, (2) KNOW YOURSELF, (3) KNOW YOUR BODY, (4) DISEASE, (5) EQUIPMENT, (6) PERSONAL CARE OF A PATIENT, (7) GENERAL TREATMENT, (8) FIRST AID, (9) VIOLENT EMERGENCIES, (10) SELF PROTECTION, (11) FOOD, NUTRITION, AND DIET FOR THE SICK, (12) ILLEGAL DRUGS. EACH UNIT CONSISTS OF SEVERAL LESSONS, AND EACH LESSON CONTAINS A STATEMENT OF OBJECTIVES, A LIST OF INFORMATION GERMANE TO THE LESSON, A SECTION FOR VOCABULARY WORDS, AND AN ASSIGNMENT. (AUTHOR/DL)

VT 016 833
YOUR FUTURE AS A DIETICIAN. ARCO-ROSEN CAREER GUIDANCE SERIES.

AMERICAN DIETETIC ASSOCIATION, CHICAGO, ILL.
DOCUMENT NOT AVAILABLE FROM EDRS.
7230-08253
ARCO PUBLISHING COMPANY, INC., 219 PARK AVENUE SOUTH, NEW YORK, N.Y. 10003
PUB DATE - 71 160P.PMM
COLLECTION; REVISION

DESCRIPTORS - CAREER EDUCATION; SECONDARY GRADES; RESOURCE MATERIALS; *SUPPLEMENTARY TEXTBOOKS; OCCUPATIONAL INFORMATION; CAREER OPPORTUNITIES; OCCUPATIONAL GUIDANCE; *DIETITIANS; *FOOD SERVICE OCCUPATIONS; HEALTH OCCUPATIONS; *HEALTH OCCUPATIONS EDUCATION; HUMAN SERVICES
IDENTIFIERS - EDUCATIONAL AWARENESS; *CAREER AWARENESS

ABSTRACT - THIS BOOK DISCUSSES THE VARIED CAREERS THAT ARE OPEN TO DIETITIANS AS RESEARCHERS, ADMINISTRATORS, AND TEACHERS IN HOSPITALS AND AS PRACTITIONERS IN FOOD SERVICES FOR SCHOOLS, HEALTH AGENCIES, AND BUSINESSES. THE TASKS PERFORMED AND THE ACADEMIC REQUIREMENTS FOR EACH TYPE OF WORK ARE DESCRIBED. THE WORK OF SIX PROFESSIONAL DIETITIANS, THIS DOCUMENTS IS DIRECTED TO THOSE WHO COUNSEL WITH YOUNG PEOPLE IN THEIR CAREER CHOICES AND TO THE STUDENTS THEMSELVES. (MU)

VT 016 838
GREER, MICHAEL
YOUR FUTURE IN INTERIOR DESIGN. ARCO-ROSEN CAREER GUIDANCE SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.
7230-08265
ARCO PUBLISHING COMPANY, INC., 219 PARK AVENUE SOUTH, NEW YORK, N.Y. 10003
PUB DATE - 71 157P.PMM
COLLECTION; REVISION

DESCRIPTORS - CAREER EDUCATION; SECONDARY GRADES; *OCCUPATIONAL INFORMATION; GUIDANCE; *HOME ECONOMICS EDUCATION; BIBLIOGRAPHIES; INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; *INTERIOR DESIGN; CAREER PLANNING; CAREER CHOICE; OCCUPATIONAL GUIDANCE
IDENTIFIERS - EDUCATIONAL AWARENESS; *CAREER AWARENESS

ABSTRACT - THIS BOOK, WRITTEN BY A SUCCESSFUL INTERIOR DESIGNER, IS FROM THE ARCO-ROSEN CAREER GUIDANCE SERIES, BUT CAN BE USED INDEPENDENTLY WITH GRADES 9-12. IT PROVIDES INFORMATION ABOUT THE JOB OF THE INTERIOR DESIGNER, THE PRACTICE OF INTERIOR DESIGN, OPPORTUNITIES WITHIN THE FIELD, PERSONAL QUALIFICATIONS NEEDED, RELATED FIELDS, EDUCATIONAL REQUIREMENTS, STARTING YOUR OWN BUSINESS, AND THE FUTURE OF THE FIELD. INCLUDED IS A BIBLIOGRAPHY AND A LIST OF MAJOR SCHOOLS WHICH OFFER COURSES IN INTERIOR DESIGN. (RR)

VT 016 840
GOULD, STEPHEN
YOUR FUTURE IN THE FEDERAL GOVERNMENT. ARCO-ROSEN CAREER GUIDANCE SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.
7230-08258
ARCO PUBLISHING COMPANY, INC., 219 PARK AVENUE SOUTH, NEW YORK, N.Y. 10003
PUB DATE - 71 159P.PMM
COLLECTION; REVISION

DESCRIPTORS - CAREER EDUCATION; SECONDARY GRADES; *SUPPLEMENTARY TEXTBOOKS; GOVERNMENT (ADMINISTRATIVE BODY); *GOVERNMENT EMPLOYEES; *PUBLIC ADMINISTRATION EDUCATION; VOCATIONAL EDUCATION; OCCUPATIONAL GUIDANCE; PUBLIC OFFICIALS; *FEDERAL GOVERNMENT; *OCCUPATIONAL INFORMATION
IDENTIFIERS - *CAREER AWARENESS; EDUCATIONAL AWARENESS

ABSTRACT - PART OF THE ARCO-ROSEN CAREER GUIDANCE SERIES, THIS BOOK WAS WRITTEN FOR HIGH SCHOOL STUDENTS BY THE DIRECTOR OF PERSONNEL AT THE GENERAL SERVICES ADMINISTRATION TO POINT OUT THE CAREER OPPORTUNITIES THAT EXIST IN THE FEDERAL SERVICE, THE OUTSTANDING PEOPLE WHO ARE ENGAGED IN ITS WORK, AND THE COMPARATIVE ADVANTAGES OF FEDERAL VS. PRIVATE EMPLOYMENT. THE DEPARTMENT OF DEFENSE, THE POST OFFICE, AND THE VETERANS ADMINISTRATION ARE THE LARGEST EMPLOYERS, BUT THE AUTHOR LISTS THE WIDE VARIETY OF JOBS AVAILABLE IN THE FEDERAL SERVICE. CHAPTERS INCLUDE DISCUSSIONS OF HOW TO ENTER THE FEDERAL SERVICE, SALARY AND BENEFITS, AND ATTITUDES NECESSARY FOR A FEDERAL CAREER. ONE CHAPTER IS DEVOTED TO WOMEN IN GOVERNMENT. THE APPENDIX INCLUDES THE CLASSIFICATION SET SALARY SCHEDULE, A SELF EVALUATION TEST FOR THE FEDERAL SERVICE ENTRANCE EXAM, A LIST OF CIVIL SERVICE COMMISSION OFFICES, AND A BIBLIOGRAPHY OF GOVERNMENT-PREPARED PAMPHLETS ON CAREERS IN THE FEDERAL SERVICES. (AG)

VT 016 841
YOUR FUTURE IN FASHION DESIGN. ARCO-ROSEN CAREER GUIDANCE SERIES.

THE FASHION GROUP, INC., NEW YORK, N.Y.
DOCUMENT NOT AVAILABLE FROM EDRS.
7230-08257
ARCO PUBLISHING COMPANY, INC., 219 PARK AVENUE SOUTH, NEW YORK, N.Y. 10003
PUB DATE - 71 143P.PMM
COLLECTION; REVISION

DESCRIPTORS - CAREER EDUCATION; *SUPPLEMENTARY TEXTBOOKS; SECONDARY GRADES; *OCCUPATIONAL INFORMATION; *OCCUPATIONAL GUIDANCE; CAREER PLANNING; *CLOTHING DESIGN; *HOME ECONOMICS EDUCATION; INSTRUCTIONAL MATERIALS; *TEXTILES INSTRUCTION
IDENTIFIERS - CAREER AWARENESS; EDUCATIONAL AWARENESS

ABSTRACT - THIS SUPPLEMENTARY TEXTBOOK OFFERS STUDENTS, GRADES 9-12 PROFESSIONAL GUIDANCE FOR PLANNING A FUTURE CAREER IN FASHION DESIGN. IT PROVIDES CAREER INFORMATION AND GUIDANCE WITH EMPHASIS ON CAREER AND EDUCATIONAL AWARENESS. AMONG THE POINTS INCLUDED IN THIS BOOK THAT WILL HELP A STUDENT MAKE A DECISION ARE: WHAT KIND OF PERSON DOES THIS CAREER REQUIRE? WHAT EDUCATIONAL BACKGROUND IS HELPFUL? WILL YOU AS AN INDIVIDUAL LIKE THIS CAREER? (APR)

VT 016 847
SONNABEND, ROGER P.
YOUR FUTURE IN HOTEL MANGEMENT. ARCO-ROSEN CAREER GUIDANCE SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.
7230-08263
ARCO PUBLISHING COMPANY, INC., 219 PARK AVENUE SOUTH, NEW YORK, N.Y. 10003
PUB DATE - 71 158P.PMM
COLLECTION; REVISION

DESCRIPTORS - CAREER EDUCATION; RESOURCE MATERIALS; SECONDARY GRADES; *SUPPLEMENTARY TEXTBOOKS; GUIDANCE; *DISTRIBUTIVE EDUCATION;

MARKETING; BIBLIOGRAPHIC CITATIONS; OCCUPATIONAL GUIDANCE; BUSINESS ADMINISTRATION; HUMAN SERVICES; *OCCUPATIONAL INFORMATION; *HOTELS
IDENTIFIERS - EDUCATIONAL AWARENESS; CAREER AWARENESS; *INNKEEPERS

ABSTRACT - WRITTEN BY THE PRESIDENT OF HOTEL CORPORATION OF AMERICA, THIS GUIDANCE READING RESOURCE INTRODUCES THE 9-12 GRADES TECHNICAL EDUCATION OR DISTRIBUTIVE EDUCATION MANAGEMENT STUDENT TO CAREERS IN HOTEL MANAGEMENT. VARIOUS TOPICS INCLUDE: (1) THE MANAGEMENT TEAM-HOTEL HIERARCHY, (2) CREATING THE IMAGE, (3) THE MANAGER-MAN OF MANY HATS, AND (4) THE PEOPLE INDUSTRY-SERVICE WITH CARE AND FLAIR. AN APPENDIX INCLUDES A DIRECTORY OF TRAINING SCHOOLS AND A SUGGESTED READING LIST. THE BOOK IS SUITABLE FOR SELF-INSTRUCTION OR GROUP DISCUSSION FOR GUIDANCE. (DH)

VT 016 849
DURST, SEYMOUR B.; STERN, WALTER H.
YOUR FUTURE IN REAL ESTATE. ARCO-ROSEN CAREER GUIDANCE SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.
7230-08278
ARCO PUBLISHING COMPANY, INC., 219 PARK AVENUE SOUTH, NEW YORK, N.Y. 10003
PUB DATE - 71 159P.PMM
COLLECTION; REVISION

DESCRIPTORS - CAREER EDUCATION; *SUPPLEMENTARY TEXTBOOKS; MARKETING; SECONDARY GRADES; GUIDANCE; RESOURCE MATERIALS; *BUSINESS EDUCATION; *REAL ESTATE; *REAL ESTATE OCCUPATIONS; *SALES OCCUPATIONS; DISTRIBUTIVE EDUCATION
IDENTIFIERS - *CAREER AWARENESS; EMPLOYMENT SKILLS

ABSTRACT - PART OF THE ARCO-ROSEN GUIDANCE SERIES, THIS BOOK WAS WRITTEN BY A BUILDER AND A REAL ESTATE REPORTER FOR THE NEW YORK TIMES TO INTRODUCE HIGH SCHOOL STUDENTS TO THE FIELD OF REAL ESTATE AND THE JOBS AVAILABLE WITHIN IT. TOPICS COVERED INCLUDE: (1) RESIDENTIAL AND COMMERCIAL BROKERAGE, (2) REALTY MANAGEMENT, (3) BUILDING, (4) REALTY FINANCE, AND (5) RELATED FIELDS. A SELF EVALUATION TEST IS INCLUDED TO HELP STUDENTS DECIDE ON THE PHASE OF INSURANCE MOST SUITABLE FOR HIM. (AG)

VT 016 853
WINTER, ELMER L.
YOUR FUTURE IN YOUR OWN BUSINESS. ARCO-ROSEN CAREER GUIDANCE SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.
7230-08282
ARCO PUBLISHING COMPANY, INC., 219 PARK AVENUE SOUTH, NEW YORK, N.Y. 10003
PUB DATE - 71 187P.PMM
COLLECTION; REVISION

DESCRIPTORS - CAREER EDUCATION; *DISTRIBUTIVF EDUCATION; MARKETING; SECONDARY GRADES; OCCUPATIONAL INFORMATION; GUIDANCE; *SUPPLEMENTARY TEXTBOOKS; INFORMATION SOURCES; BUSINESS; *BUSINESS EDUCATION; *CAREER PLANNING; *OCCUPATIONAL GUIDANCE; VOCATIONAL EDUCATION; CAREER CHOICE; VOCATIONAL COUNSELING
IDENTIFIERS - *EDUCATIONAL AWARENESS; CAREER AWARENESS

ABSTRACT - THIS BOOK, WRITTEN BY A SUCCESSFUL BUSINESSMAN, IS FROM THE ARCO-ROSEN CAREER GUIDANCE SERIES BUT CAN BE USED INDEPENDENTLY WITH GRADES 10-12. IT IS DESIGNED TO HELP ANSWER QUESTIONS SUCH AS: WHAT KIND OF PERSON DOES A BUSINESS CAREER REQUIRE? WHAT EDUCATIONAL BACKGROUND IS HELPFUL? WHAT ARE THE PERSONAL SATISFACTIONS? WHAT ARE THE OPPORTUNITIES? WHAT ARE THE DISADVANTAGES? WHAT SKILLS OR TRAINING ARE NECESSARY? HOW MUCH DOES THE AVERAGE PERSON EARN? INCLUDED ARE APPENDIXES LISTING FRANCHISING COMPANIES, SMALL BUSINESS ADMINISTRATION FIELD OFFICES, U.S. DEPARTMENT OF COMMERCE FIELD OFFICES, AND ORGANIZATIONS PUBLISHING PAMPHLETS AND PERIODICALS ABOUT BUSINESS. (RR)

VT 016 854
WINTER, ELMER L.
YOUR FUTURE IN JOBS ABROAD. ARCO-ROSEN CAREER GUIDANCE SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.
7230-08266
ARCO PUBLISHING COMPANY, INC., 219 PARK AVENUE SOUTH, NEW YORK, N.Y. 10003
PUB DATE - 71 191P.PMM
COLLECTION; REVISION

DESCRIPTORS - CAREER EDUCATION; *SUPPLEMENTARY TEXTBOOKS; SECONDARY GRADES; *OCCUPATIONAL INFORMATION; OCCUPATIONAL GUIDANCE; CAREER PLANNING; OCCUPATIONAL CHOICE; VOCATIONAL COUNSELING; *JOBS; JOB MARKET; *FOREIGN COUNTRIES
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS SUPPLEMENTARY TEXTBOOK OFFERS STUDENTS GRADES 10 THROUGH 12 PROFESSIONAL GUIDANCE FOR PLANNING A FUTURE CAREER IN JOBS LOCATED ABROAD. IT OFFERS CAREER INFORMATION AND GUIDANCE WITH EMPHASIS PLACED ON CAREER AWARENESS. AMONG THE POINTS INCLUDED IN THIS BOOK THAT WILL HELP A STUDENT MAKE A CAREER DECISION ARE: WHAT KIND OF PERSON DOES THIS CAREER REQUIRE? WHAT EDUCATIONAL BACKGROUND IS HELPFUL? WILL YOU AS AN INDIVIDUAL LIKE THIS CAREER? (APR)

VT 016 855
WESTBROOK, JAMES H.
YOUR FUTURE IN RESTAURANTS AND FOOD SERVICE. ARCO-ROSEN CAREER GUIDANCE SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.
7230-08279
ARCO PUBLISHING COMPANY, INC., 219 PARK AVENUE SOUTH, NEW YORK, N.Y. 10003
PUB DATE - 69 192P.PMM
COLLECTION

DESCRIPTORS - CAREER EDUCATION; SECONDARY GRADES; FOOD SERVICE WORKERS; *OCCUPATIONAL INFORMATION; *SUPPLEMENTARY READING MATERIALS; DIRECTORIES; *OCCUPATIONAL GUIDANCE; DISTRIBUTIVE EDUCATION; HUMAN SERVICES; BIBLIOGRAPHIES; *FOOD SERVICE OCCUPATIONS; FOOD SERVICE; *FOOD SERVICE INDUSTRY
IDENTIFIERS - EMPLOYMENT SKILLS; *CAREER AWARENESS

ABSTRACT - THIS BOOK, PART OF THE ARCO-ROSEN CAREER GUIDANCE SERIES, FOR GRADES 9-12, DISCUSSES CAREERS IN RESTAURANT AND FOOD SERVICE. MATERIALS COVERED INCLUDE A DESCRIPTION OF THE EMPLOYERS, SIZE AND GROWTH OF THE INDUSTRY, WHERE JOBS ARE LOCATED, THE JOB FUTURE, JOB DESCRIPTIONS, A SAMPLE RESUME AND BIBLIOGRAPHY. OTHER INFORMATION CONCERNS WORKING ENVIRONMENTS, CONDITIONS, EARNINGS, AND PROMOTIONS. (JCE)

VT 016 856
PARIS, JEANNE
YOUR FUTURE AS A HOME ECONOMIST. ARCO-ROSEN CAREER GUIDANCE SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.
7230-08261
ARCO PUBLISHING COMPANY, INC., 219 PARK AVENUE SOUTH, NEW YORK, N.Y. 10003
PUB DATE - 71 160P.PMM
COLLECTION; REVISED EDITION

DESCRIPTORS - CAREER EDUCATION; HOME ECONOMICS SKILLS; *HOME ECONOMICS EDUCATION; JOB SKILLS; OCCUPATIONAL HOME ECONOMICS; SECONDARY GRADES; *SUPPLEMENTARY TEXTBOOKS; POST SECONDARY EDUCATION; *OCCUPATIONAL INFORMATION; *HOME ECONOMICS
IDENTIFIERS - *CAREER AWARENESS; EDUCATIONAL AWARENESS; EMPLOYMENT SKILLS

ABSTRACT - THIS BOOK ANSWERS THE QUESTION: WHAT IS HOME ECONOMICS TODAY? SEPARATE CHAPTERS COVER SUCH DIVERSE AREAS AS TEACHING, DIETETICS, SOCIAL WELFARE AND PUBLIC HEALTH, THE HOME ECONOMIST IN BUSINESS, RESEARCH, HOMEMAKING IS A CAREER, AND FUTURE NEEDS. LATER CHAPTERS ARE CONCERNED WITH COLLEGE PREPARATION IN HOME ECONOMICS, FINANCING THE HOME ECONOMICS DEGREE, AND WHAT THE HOME ECONOMIST CAN DO AFTER COMPLETING

COLLEGE. AN APPENDIX CONTAINS A DIRECTORY OF COLLEGES AND UNIVERSITIES THAT GRANT DEGREES IN HOME ECONOMICS. (PMM)

VT 016 859
SHOCKLEY, ROBERT J.
YOUR FUTURE IN ELEMENTARY SCHOOL TEACHING. ARCO-ROSEN CAREER GUIDANCE SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.
7230-08256
ARCO PUBLISHING COMPANY, INC., 219 PARK AVENUE SOUTH, NEW YORK, N.Y. 10003
PUB DATE - 71 160P.PMM COLLECTION; REVISED EDITION

DESCRIPTORS - CAREER EDUCATION; *SUPPLEMENTARY TEXTBOOKS; SECONDARY GRADES; EDUCATION; *TEACHER EDUCATION; VOCATIONAL COUNSELING; TEACHERS; TEACHER RECRUITMENT; *TEACHING; *ELEMENTARY SCHOOL TEACHERS; ELEMENTARY EDUCATION; *CAREER OPPORTUNITIES
IDENTIFIERS - *CAREER AWARENESS; EDUCATIONAL AWARENESS

ABSTRACT - PART OF THE ARCO-ROSEN CAREER GUIDANCE SERIES, THIS BOOK WAS WRITTEN BY A MARYLAND SCHOOL SUPERINTENDENT FOR HIGH SCHOOL STUDENTS CONSIDERING A CAREER IN EDUCATION. CHAPTERS DESCRIBE THE REWARDS AS WELL AS FRUSTRATIONS OF THE ELEMENTARY SCHOOL TEACHER AND PROVIDE PRACTICAL ADVICE ON TRAINING, TRAINING COSTS, CERTIFICATION, GETTING THE FIRST TEACHING JOB, AND PREPARING AND USING A RESUME. CAREERS OUTSIDE THE CLASSROOM AND OPPORTUNITIES FOR TEACHERS IN PROFESSIONAL ASSOCIATIONS, PUBLISHING COMPANIES, SERVICE ORGANIZATIONS, CAMPING, COMMUNICATIONS, COLLEGES, AND UNIVERSITIES ARE ALSO DISCUSSED. AN APPENDIX INCLUDES A LIST OF ORGANIZATIONS AND BUSINESSES WHICH OFFER OVERSEAS TEACHING POSITIONS, A SALARY SCHEDULE FOR TEACHERS IN 25 LARGEST URBAN SCHOOL DISTRICTS FOR 1968-1969, AND A SELECTED BIBLIOGRAPHY. (ARG)

VT 016 860
O'CONNELL, DESMOND H.
YOUR FUTURE IN THE BAKERY INDUSTRY. ARCO-ROSEN CAREER GUIDANCE SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.
7230-08246
ARCO PUBLISHING COMPANY, INC., 219 PARK AVENUE SOUTH, NEW YORK, N.Y. 10003
PUB DATE - 71 158P.PMM COLLECTION; REVISED EDITION

DESCRIPTORS - CAREER EDUCATION; *SUPPLEMENTARY TEXTBOOKS; SECONDARY GRADES; RESOURCE GUIDES; *OCCUPATIONAL INFORMATION; CAREER OPPORTUNITIES; CAREER PLANNING; GUIDANCE; *FOOD PROCESSING OCCUPATIONS; FOOD; FOOD SERVICE INDUSTRY; *FOOD SERVICE OCCUPATIONS; DISTRIBUTIVE EDUCATION; MARKETING
IDENTIFIERS - EDUCATIONAL AWARENESS; CAREER AWARENESS

ABSTRACT - THIS SUPPLEMENTARY TEXTBOOK OFFERS STUDENTS GRADES 9-12 PROFESSIONAL GUIDANCE FOR A CAREER IN THE BAKERY INDUSTRY. IT OFFERS CAREER INFORMATION AND GUIDANCE WITH EMPHASIS PLACED ON EDUCATIONAL AND CAREER AWARENESS. BAKERY PRODUCTION, DRIVER-SALESMAN, AND FINANCE TRAINING PROGRAMS ARE EXAMINED AND DISCUSSED. AMONG THE POINTS INCLUDED IN THIS BOOK THAT WILL HELP A STUDENT MAKE A CAREER DECISION ARE: WHAT KIND OF PERSON IS BEST ADAPTED FOR THIS CAREER? WHAT EDUCATIONAL BACKGROUND IS HELPFUL? WILL YOU AS AN INDIVIDUAL LIKE THIS CAREER? (AR)

VT 017 033
SIEGEL, MARGOT
LOOKING FORWARD TO A CAREER: FASHION.

DOCUMENT NOT AVAILABLE FROM EDRS.
5048-08099
DILLON PRESS, 106 WASHINGTON AVE. N., MINNEAPOLIS, MN 55401
PUB DATE - 70 95P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; SUPPLEMENTARY TEXTBOOKS; INTERMEDIATE GRADES; SECONDARY

GRADES; OCCUPATIONAL GUIDANCE; HUMANITIES; HUMAN SERVICES; ART; *CAREER OPPORTUNITIES; COMMERCIAL ART; MERCHANDISING; VOCATIONAL EDUCATION; DISTRIBUTIVE EDUCATION; *CLOTHING; *CLOTHING DESIGN; HOME ECONOMICS EDUCATION; *OCCUPATIONAL INFORMATION
IDENTIFIERS - EDUCATIONAL AWARENESS; *CAREER AWARENESS; ATTITUDES APPRECIATIONS

ABSTRACT - PART OF THE LOOKING FORWARD TO A CAREER SERIES, THIS BOOK WAS WRITTEN BY A FASHION CONSULTANT-JOURNALIST TO INTRODUCE STUDENTS IN GRADES 5-9 TO THE VARIOUS CAREERS IN FASHION. THE AUTHOR DISCUSSES THE CAREERS OF FASHION WRITER, FASHION DESIGNER, CLOTHING RETAILER AND MANUFACTURER AND SEVERAL RELATED CAREERS IN JOURNALISM AND THE BEAUTY BUSINESS. CAREER DESCRIPTIONS INCLUDE PERSONAL ACCOUNTS AND ARE ILLUSTRATED WITH BLACK AND WHITE PHOTOS. A FINAL SECTION TITLED QUIZ YOURSELF IS DESIGNED TO HELP THE STUDENT EVALUATE FOR HIMSELF WHETHER A FASHION CAREER COULD BE DESIRABLE FOR HIM AND WHAT AREAS OF FASHION WOULD BE MOST SUITABLE. SEVERAL RELATED BOOKS ABOUT THE FASHION WORLD, WRITTEN FOR STUDENTS IN GRADES 5-9 ARE LISTED. (PM)

VT 017 035
FRASER, ARVONNE
LOOKING FORWARD TO A CAREER: GOVERNMENT.

DOCUMENT NOT AVAILABLE FROM EDRS.
5048-08096
DILLON PRESS, 106 WASHINGTON AVE. N., MINNEAPOLIS, MN 55401
PUB DATE - 70 131P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; *SUPPLEMENTARY TEXTBOOKS; INTERMEDIATE GRADES; SECONDARY GRADES; SERVICES; OCCUPATIONAL CHOICE; JOB SKILLS; *GOVERNMENT EMPLOYEES; EMPLOYEES; *WORK ATTITUDES; MILITARY PERSONNEL; MILITARY SERVICE; *FEDERAL GOVERNMENT; *OCCUPATIONAL INFORMATION
IDENTIFIERS - *CAREER AWARENESS; EDUCATIONAL AWARENESS

ABSTRACT - WRITTEN BY THE WIFE OF A MINNESOTA CONGRESSMAN, THIS BOOK IS PART OF THE "LOOKING FORWARD TO A CAREER" SERIES THAT IS AIMED AT YOUNG PEOPLE IN GRADES 5-9. THE AUTHOR PRESENTS A GENERAL INTRODUCTION TO NECESSARY JOB SKILLS AND ATTITUDES IN THE WIDE VARIETY OF CAREERS AVAILABLE IN GOVERNMENT. SHE EMPHASIZES THAT ONLY 10 PERCENT OF ALL GOVERNMENT WORKERS LIVE AND WORK IN WASHINGTON, D.C. GENERAL DESCRIPTIONS OF CAREERS IN EDUCATION, LAW, WRITING AND ADMINISTRATION IN GOVERNMENT ARE GIVEN ALONG WITH SECTIONS TITLED "WORKING OUTDOORS, "WORKING OVERSEAS," "WORKING ON CAPITOL HILL," AND "A MILITARY CAREER." JOB POSSIBILITIES IN STATE AND LOCAL GOVERNMENT ARE ALSO NOTED. A FINAL SECTION TITLED "GETTING HIRED, APPOINTED OR ELECTED" INFORMS YOUNG PEOPLE HOW THEY CAN BEGIN TO PREPARE FOR THE VARIETY OF CAREERS IN GOVERNMENT. (PM)

VT 017 036
NELSON, JO
LOOKING FORWARD TO A CAREER: HOME ECONOMICS.

DOCUMENT NOT AVAILABLE FROM EDRS.
5048-08093
DILLON PRESS, 106 WASHINGTON AVE. N., MINNEAPOLIS, MN 55401
PUB DATE - 70 109P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; *SUPPLEMENTARY TEXTBOOKS; INTERMEDIATE GRADES; SECONDARY GRADES; *HUMAN SERVICES; *HOME ECONOMICS EDUCATION; *HOME ECONOMICS SKILLS; *OCCUPATIONAL HOME ECONOMICS; VOCATIONAL EDUCATION; OCCUPATIONAL CHOICE; *OCCUPATIONAL INFORMATION; OCCUPATIONAL GUIDANCE
IDENTIFIERS - *CAREER AWARENESS

ABSTRACT - PART OF THE LOOKING FORWARD TO A CAREER SERIES, THIS BOOK WAS WRITTEN BY A PROFESSOR

AGRICULTURE AND HOME ECONOMICS AT THE UNIVERSITY OF MINNESOTA TO FAMILIARIZE YOUNG PEOPLE IN GRADES 5-9 WITH THE WIDE VARIETY OF CAREERS IN HOME ECONOMICS. WHILE THE AUTHOR EMPHASIZES THAT HOME ECONOMICS CAREERS ARE IDEAL FOR WOMEN WHO WANT TO MARRY AND WORK, SHE ALSO POINTS OUT THAT MEN MAY ALSO WORK AS INTERIOR DESIGNERS, ADMINISTRATORS OF FOOD SERVICES IN HOTELS, RESTAURANTS, COLLEGES, AND INDUSTRIES AND AS UNIVERSITY PROFESSORS OF HOME ECONOMICS. CAREERS DISCUSSED INCLUDE NUTRITION RESEARCHER, DIETICIAN, HOME ECONOMICS TEACHER AND COUNTY EXTENSION HOME ECONOMIST. THE HOME ECONOMIST IN INDUSTRY, CLOTHING DESIGN, AND RETAILING IS ALSO DESCRIBED ALONG WITH VARIOUS INTERNATIONAL CAREER OPPORTUNITIES IN THE HOME ECONOMICS FIELD. THE TEXT IS ACCOMPANIED WITH BLACK AND WHITE PHOTO ILLUSTRATIONS. (PM)

VT 017 041
MCDERMOTT, IRENE E.;NORRIS, JEANNE L.
OPPORTUNITIES IN CLOTHING: FASHION, MERCHANDISING.

DOCUMENT NOT AVAILABLE FROM EDRS.
5004-08360
CHAS. A. BENNETT CO., INC., 809 W. DETWEILLER DR., PEORIA, IL 61614
PUB DATE - 72 350P. PMM
COLLECTION

DESCRIPTORS - CAREER EDUCATION; *SUPPLEMENTARY TEXTBOOKS; SECONDARY GRADES; *DISTRIBUTIVE EDUCATION; *HOME ECONOMICS EDUCATION; HUMAN SERVICES; MARKETING; *CLOTHING; CLOTHING DESIGN; SEAMSTRESSES; CLOTHING MAINTENANCE SPECIALISTS; *CLOTHING INSTRUCTION; OCCUPATIONAL INFORMATION; CAREER OPPORTUNITIES
IDENTIFIERS - EDUCATIONAL AWARENESS; *CAREER AWARENESS; BEGINNING COMPETENCE

ABSTRACT - THIS BOOK, WRITTEN FOR STUDENTS IN GRADES 9-12, CONCERNS ACQUIRING THE NECESSARY INFORMATION AND SKILLS TO PREPARE STUDENTS FOR THE CLOTHING INDUSTRY, OBTAINING A JOB, TAKING A PLACE IN THE WORKING WORLD, AND GAINING SUCCESS ON THE JOB. INCLUDED IN THE TEXT, ARE STUDIES IN THE FOLLOWING AREAS: FABRICS, DESIGN, INDUSTRIAL SEWING, FITTING AND ALTERATIONS, SELLING TECHNIQUES, AND MERCHANDISING. POSSIBILITIES OF EMPLOYMENT INCLUDE JOBS AS SALESPERSON, STOCK CLERK, CLOTHING REPAIR SPECIALIST AND GARMENT MANUFACTURE. A BIBLIOGRAPHY AND COLOR ILLUSTRATIONS ARE INCLUDED. (PM)

VT 017 044
BLACKLEDGE, WALTER L., AND OTHERS
YOU AND YOUR JOB: FINDING IT, GETTING IT, KEEPING IT.

DOCUMENT NOT AVAILABLE FROM EDRS.
5059-07916
SOUTH-WESTERN PUBLISHING CO., 5101 MADISON RD., CINNCINNATI, OH 45227
PUB DATE - 67 103P. PMM
COLLECTION

DESCRIPTORS - CAREER EDUCATION; GRADE 12; GRADE 13; *EMPLOYMENT OPPORTUNITIES; JOBS; VOCATIONAL ADJUSTMENT; *EMPLOYMENT INTERVIEWS; *JOB APPLICATION; JOB APPLICANTS; *CAREER PLANNING; COUNSELING; OCCUPATIONAL GUIDANCE; CAREER CHOICE; INSTRUCTIONAL MATERIALS; *WORK ATTITUDES; GOAL ORIENTATION
IDENTIFIERS - SELF AWARENESS; *DECISION MAKING

ABSTRACT - INTENDED FOR GRADES 12-14, THIS MANUAL WAS WRITTEN TO ASSIST THE STUDENT IN PLANNING AND CARRYING OUT HIS SEARCH FOR EMPLOYMENT. EMPHASIZED ARE: (1) WHERE TO FIND A JOB, (2) KNOWING YOUR QUALIFICATIONS AND AMBITIONS, (3) IMPORTANCE OF SUMMER JOBS, (4) CONVINCING A PROSPECTIVE EMPLOYER OF YOUR SKILLS, (5) HOW TO WRITE A LETTER OF APPLICATION, (6) HOW TO FILL OUT AN APPLICATION BLANK, (7) HOW TO PREPARE FOR A PERSONAL INTERVIEW, AND (8) HOW TO COPE WITH A NEW JOB. PROBLEMS ARE PRESENTED IN EACH CHAPTER FOLLOWED BY A SET OF QUESTIONS WHICH SIMULATE REAL LIFE SITUATIONS IN JOB SEEKING. (PM)

VT 017 045

FOLSOM, LEROY A.
INSTRUCTOR'S GUIDE FOR THE TEACHING OF PROFESSIONAL COOKING.

CULINARY INST. OF AMERICA, INC., CHICAGO, ILL.
DOCUMENT NOT AVAILABLE FROM EDRS.
1311-04484
CULINARY INSTITUTE OF AMERICA, INC., 1727 S. INDIANA AVE., CHICAGO, IL 60616
PUB DATE - 70 273P. PMM COLLECTION

DESCRIPTORS - COOKING INSTRUCTION; COOKS; *FOODS INSTRUCTION; HOME ECONOMICS EDUCATION; FOOD SERVICE OCCUPATIONS; OCCUPATIONAL HOME ECONOMICS; *VOCATIONAL EDUCATION; VOCATIONAL EDUCATION TEACHERS; *HOME ECONOMICS SKILLS; NUTRITION; NUTRITION INSTRUCTION; OCCUPATIONAL INFORMATION; FOOD SERVICE; *COURSE CONTENT; STUDY GUIDES; *TEACHING GUIDES

ABSTRACT - TO PROVIDE CHEF-INSTRUCTORS IN THE PROFESSIONAL FOOD SERVICE FIELD WITH A BASIC AND PRACTICAL TEACHING GUIDE TO SUPPLEMENT THEIR INDIVIDUAL EXPERIENCE, THIS MANUAL PRESENTS MATERIAL FIRST DEVELOPED AS A SYLLABUS FOR INSTRUCTION AT THE CULINARY INSTITUTE OF AMERICA. THE BOOK IS DIVIDED INTO THIRTEEN SECTIONS WHICH CAN BE ADAPTED FOR AN 8-12-OR 16-WEEK COURSE. THE MANUAL BEGINS WITH A SECTION FOR TEACHERS ON HOW TO INSTRUCT, BREAKING DOWN THE TEACHING TASK INTO FOUR BASIC STEPS: (1) PREPARE THE WORKER, (2) PRESENT THE OPERATION, (3) TRY OUT THE STUDENT'S PERFORMANCE, AND (4) FOLLOW UP THE STUDENT'S PERFORMANCE. SUGGESTIONS FOR BOTH AN 8-WEEK AND A 16-WEEK PRE-APPRENTICE PROGRAM WITH DAILY MENU OBJECTIVES ARE GIVEN. EACH UNIT LISTS A STUDENT OBJECTIVE AND A REFERENCE TO A STANDARD TEXTBOOK ALONG WITH DETAILED INSTRUCTIONS FOR PROCEDURE. SEVERAL SECTIONS HAVE ANSWER-KEYED STUDENT TESTS. A LIST OF SUPPLEMENTARY FILMS AND A BIBLIOGRAPHY IS INCLUDED. (PM)

VT 017 070
MECKLEY, RICHARD F.
PLANNING FACILITIES FOR OCCUPATIONAL EDUCATION PROGRAMS. THE MERRILL SERIES IN CAREER PROGRAMS.

DOCUMENT NOT AVAILABLE FROM EDRS.
5054-08129
CHARLES E. MERRILL PUBLISHING CO., 1300 ALUM CREEK DRIVE, COLUMBUS, OHIO 43216
PUB DATE - 72 161P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; *VOCATIONAL EDUCATION; *FACILITIES; FACILITY IMPROVEMENT; FACILITY GUIDELINES; *BUILDING DESIGN; BUILDING PLANS; CONSTRUCTION COSTS; BUILDING MATERIALS; FEDERAL AID; STATE AID; *PLANNING; *EDUCATIONAL PLANNING

ABSTRACT - THIS TEXT PROVIDES IN A SYSTEMATIC AND SEQUENTIAL FORMAT THE IMPORTANT STEPS AND CONSIDERATIONS IN PLANNING OCCUPATIONAL EDUCATION FACILITIES. EACH ASPECT OF THE PLANNING PROCESS IS PRESENTED IN A CONCISE, EASY-TO-READ FORMAT WHICH SHOULD MAKE THE BOOK AN INVALUABLE GUIDE TO VOCATIONAL EDUCATORS AND FACILITY PLANNERS. THE BOOK IS ORGANIZED INTO TEN CHAPTERS. THE FIRST CHAPTER PRESENTS GENERAL PRINCIPLES AND PROCEDURES OF EDUCATIONAL FACILITY PLANNING. THE REMAINING NINE CHAPTERS THEN PROVIDE MORE COMPLETE TREATMENT OF THE CRITICAL PLANNING STEPS. (PM)

VT 017 071
GAWNE, ELEANOR J.;OERKE, BESS V.
DRESS: THE CLOTHING TEXTBOOK.

DOCUMENT NOT AVAILABLE FROM EDRS.
5004-08364
CHAS. A. BENNETT CO., INC., 809 W. DETWEILLER DRIVE, PEORIA, IL 60614
PUB DATE - 69 672P. PMM COLLECTION; THIRD EDITION

DESCRIPTORS - CAREER EDUCATION; *TEXTBOOKS; INSTRUCTIONAL MATERIALS; *HOME ECONOMICS EDUCATION; SECONDARY GRADES; HUMAN

SERVICES; CLOTHING DESIGN; *TEXTILES INSTRUCTION; *CLOTHING INSTRUCTION; *SEAMSTRESSES; OCCUPATIONAL HOME ECONOMICS; CONSUMER EDUCATION; HOMEMAKING SKILLS
IDENTIFIERS - SELF AWARENESS; CAREER AWARENESS

ABSTRACT - THIS TEXTBOOK FOR GRADES 10-12 IS DESIGNED TO HELP HIGH SCHOOL STUDENTS SELECT APPROPRIATE AND ATTRACTIVE CLOTHING FOR MANY OCCASIONS, PLAN PERSONAL AND FAMILY GOALS AND RESOURCES, UNDERSTAND TEXTILES AND GARMENT CONSTRUCTION SO AS TO BE ABLE TO CHOOSE FABRICS AND CLOTHES INTELLIGENTLY, KEEP CLOTHING LOOKING LIKE NEW, AND LEARN WHEN AND HOW TO CONSTRUCT AND ALTER GARMETS FOR PERSONAL AND FAMILY USE. GREATER EMPHASIS IS PLACED ON THE SOCIO-PSYCHOLOGICAL ASPECTS OF DRESS, THE ROLE OF A WOMAN AS A WORKER AS WELL AS A HOMEMAKER, AND DECISION MAKING CONCERNING CLOTHING NEEDS. THE BOOK IS PLANNED FOR MANY PURPOSES. AS THE MAJOR REFERENCE FOR AN ENTIRE COURSE IN CLOTHING, IT COULD BE FOLLOWED IN CHAPTER SEQUENCE. HOWEVER, BECAUSE CURRICULUM PLANS DIFFER GREATLY IN ORGANIZATION, TIME ALLOTMENT, PREREQUISITES, AND GOALS EACH CHAPTER IS COMPLETE IN ITSELF. (PD)

VT 017 072
VANDERHOFF, MARGIL
CLOTHES: PART OF YOUR WORLD.

DOCUMENT NOT AVAILABLE FROM EDRS.
7282-07878
GINN & COMPANY, XEROX EDUCATION GROUP, STATLER BLDG., BACK BAY P.O. 191, BOSTON, MA 02117
PUB DATE - 70 275P. PMM COLLECTION

DESCRIPTORS - *SUPPLEMENTARY TEXTBOOKS; INSTRUCTIONAL MATERIALS; RESOURCE GUIDES; SECONDARY GRADES; RECREATION; HOME ECONOMICS EDUCATION; CAREER EDUCATION; *SEWING INSTRUCTION; CONSUMER EDUCATION; *CLOTHING; OCCUPATIONAL CHOICE; SELF CONCEPT
IDENTIFIERS - *CAREER AWARENESS; BEGINNING COMPETENCE

ABSTRACT - THIS TEXTBOOK AND TEACHING MANUAL IS DESIGNED TO SERVE AS A GUIDE FOR THE STUDY OF CLOTHING. IT IS PLANNED PARTICULARLY FOR SECONDARY SCHOOL GIRLS, BUT OTHERS MAY FIND IT USEFUL AS A REFERENCE. NINE UNITS DEAL PRIMARILY WITH HISTORICAL ASPECTS OF CLOTHING, THE MEANING OF CLOTHING, CHOOSING AND USING CLOTHING, AND SOME VOCATIONS IN THE FIELD. IT ALSO INCLUDES INSTRUCTIONS ON HOW TO SEW AND SEWING PROJECTS ARE DESCRIBED. MORE THAN A DOZEN CHARTS SUMMARIZE IMPORTANT FACTS AND EXAMPLES ABOUT CLOTHING. SUITABLE LEARNING EXPERIENCES ARE DESIGNATED FOR INDIVIDUAL STUDY, FOR SMALL GROUPS, AND FOR LARGE GROUPS. THE TEACHER'S MANUAL IS OUTLINED IN DETAIL IN ORDER THAT THE TEACHER MAY READILY SEE THE RANGE OF CONCEPTS WHICH IS DEVELOPED IN THE TEXT. (PM)

VT 017 073
PAUTLER, ALBERT J.
TEACHING SHOP AND LABORATORY SUBJECTS. THE MERRILL SERIES IN CAREER PROGRAMS.

DOCUMENT NOT AVAILABLE FROM EDRS.
5054-08125
CHARLES E. MERRILL PUB. CO., 1300 ALUM CREEK DR., COLUMBUS, OH 43216
PUB DATE - 71 185P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; TEXTBOOKS; VOCATIONAL EDUCATION; *SHOP CURRICULUM; TECHNICAL EDUCATION; TRADE AND INDUSTRIAL EDUCATION; *TRADE AND INDUSTRIAL TEACHERS; VOCATIONAL EDUCATION TEACHERS; *LESSON PLANS; *BEGINNING TEACHERS; TEACHING METHODS; INDUSTRIAL ARTS; EVALUATION

ABSTRACT - THIS BOOK WAS WRITTEN BY A PROFESSOR OF EDUCATION AT THE STATE UNIVERSITY OF NEW YORK AT BUFFALO FOR BOTH PRE-SERVICE AND IN-SERVICE VOCATIONAL, TECHNICAL, AND INDUSTRIAL ARTS TEACHERS AND ANYONE RESPONSIBLE FOR TEACHING A SHOP OR LABORATORY SUBJECT IN THE

PUBLIC SCHOOLS, THE MILITARY, OR PRIVATE INDUSTRY. THE FIRST PART OF THE BOOK DEALS WITH THE PREPARATIONS A TEACHER SHOULD MAKE BEFORE HIS CLASSES ACTUALLY BEGIN. SUCH THINGS AS OBJECTIVES OF EDUCATION, SCHOOL POLICIES AND SERVICES, AND SHOP ORGANIZATION AND MANAGEMENT ARE COVERED. AN IN DEPTH STUDY OF LESSON PLANNING, THE ORGANIZATION OF TEACHING MATERIALS, AND MATERIAL TO BE TAUGHT MAKE UP THE SECOND SECTION. THE THIRD PART COVERS THE PRESENTATION ASPECT OF TEACHING INCLUDING THE FIRST DAY PROCEDURES, THE TEACHING-LEARNING SITUATION, AND AIDS AND METHODS OF INSTRUCTION. A CLOSING SECTION DEALS WITH BOTH THE THEORETICAL AND PRACTICAL SIDES OF EVALUATION AND GRADING. AS AN AID TO TEACHERS AND STUDENTS, EACH CHAPTER IS DIVIDED INTO FOUR SECTIONS: (1) PRESENTATION OF NEW MATERIAL, (2) DISCUSSION QUESTIONS, (3) ASSIGNMENTS, AND (4) ADDITIONAL REFERENCES. (PM)

VT 017 078
KLEIN, CAMILLE
THE PROFESSIONAL COOK: HIS TRAINING, DUTIES AND REWARDS.

DOCUMENT NOT AVAILABLE FROM EDRS.
1553-04800
HELIOS BOOK PUB. CO. INC., 282 SEVENTH AVENUE, NEW YORK, N.Y. 10001
PUB DATE - 67 92P. PMM COLLECTION; SECOND, REVISED EDITION

DESCRIPTORS - CAREER EDUCATION; COOKING INSTRUCTION; *COOKS; *FOOD SERVICE; OCCUPATIONAL GUIDANCE; *EMPLOYMENT QUALIFICATIONS; SECONDARY GRADES; POST SECONDARY EDUCATION; HOME ECONOMICS EDUCATION; *FOOD SERVICE OCCUPATIONS; FOOD SERVICE INDUSTRY; *OCCUPATIONAL INFORMATION
IDENTIFIERS - EDUCATIONAL AWARENESS; CAREER AWARENESS; ATTITUDES APPRECIATIONS

ABSTRACT - THERE IS PRESENTLY A LACK OF YOUNG MEN ENTERING THE PROFESSIONAL COOKING FIELD. THESE DESCRIPTIONS OF SCHOOLS AND APPRENTICESHIP PROGRAMS CAN SERVE AS MODELS FOR THE COMMUNITIES, TELLING THE POTENTIAL YOUNG COOK WHAT HE NEEDS TO ENTER THE FIELD, AND THE BEST WAYS OF PREPARING HIMSELF FOR A CAREER IN COOKING. INCLUDED IS A LIST OF ORGANIZATIONS INTERESTED IN THE FUTURE OF THE COOKING PROFESSION, A RECOMMENDED READING SECTION AND AN APPENDIX OF SOME SCHOOLS THAT OFFER FOOD PREPARATION COURSES. (PM)

VT 017 108
DOYLE, ROBERT V.
YOUR CAREER IN INTERIOR DESIGN.

DOCUMENT NOT AVAILABLE FROM EDRS.
7251-07386
JULIAN MESSNER INC., 1 WEST 39 STREET, NEW YORK, NEW YORK 10018 ($4.29)
PUB DATE - 69 192P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; GRADE 11; GRADE 12; BIBLIOGRAPHIES; SUPPLEMENTARY READING MATERIALS; INDEPENDENT STUDY; *GUIDANCE; *FINE ARTS; *INTERIOR DESIGN; VOCATIONAL EDUCATION; DESIGN; *OCCUPATIONAL INFORMATION; *CAREER OPPORTUNITIES
IDENTIFIERS - EDUCATIONAL AWARENESS; *CAREER AWARENESS; ATTITUDES APPRECIATIONS

ABSTRACT - WRITTEN FOR GRADES 11 AND 12, THIS BOOK GIVES INFORMATION ON ACADEMIC EDUCATION, PRACTICAL JOB EXPERIENCE AND CAREER OPPORTUNITIES IN THE FIELD OF INTERIOR DESIGN. A BIBLIOGRAPHY AND A LIST OF SCHOOLS, COLLEGES AND ART INSTITUTES ARE INCLUDED. (PM)

VT 017 111
ESTERER, ARNULF K.
YOUR CAREER IN CHEMISTRY.

DOCUMENT NOT AVAILABLE FROM EDRS.
7251-07388
JULIAN MESSNER INC., 8 WEST 40 STREET, NEW YORK, NEW YORK 10018
PUB DATE - 64 190P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; SECONDARY GRADES; SCIENCES;

RESOURCE MATERIALS; *EMPLOYMENT OPPORTUNITIES; INDEPENDENT STUDY; *OCCUPATIONAL INFORMATION; *CAREER OPPORTUNITIES; *CHEMISTRY; BIOCHEMISTRY; ORGANIC CHEMISTRY; *CHEMICAL INDUSTRY; CHEMISTRY TEACHERS
IDENTIFIERS - SELF AWARENESS; EDUCATIONAL AWARENESS; *CAREER AWARENESS

ABSTRACT - TOPICS COVERED INCLUDE: (1) PLANNING COLLEGE COURSES AND THE MERITS OF A SMALL VERSUS LARGE COLLEGE, (2) KINDS OF WORK BEING DONE CURRENTLY IN THE FIVE MAJOR BRANCHES OF CHEMISTRY, (3) FACTS AND FIGURES ON SALARIES AND OTHER BENEFITS FOR CHEMISTS WHO PURSUE CAREERS IN INDUSTRY, GOVERNMENT, AND THE ACADEMIC FIELD, AND (4) PLANNING A SUCCESSFUL CAREER AFTER COLLEGE. A BIBLIOGRAPHY IS PROVIDED. (PM)

VT 017 116
EVANS, RUPERT N.
FOUNDATIONS OF VOCATIONAL EDUCATION. THE MERRILL SERIES IN CAREER PROGRAMS.

DOCUMENT NOT AVAILABLE FROM EDRS.
5054-08126
CHARLES E. MERRILL PUB. CO., 1300 ALUM CREEK DR., COLUMBUS, OH 43216
PUB DATE - 71 292P. PMM COLLECTION

DESCRIPTORS - PROFESSIONAL PERSONNEL; STAFF IMPROVEMENT; CAREER EDUCATION; *VOCATIONAL EDUCATION; *EDUCATIONAL ADMINISTRATION; *EDUCATIONAL PHILOSOPHY; MANPOWER NEEDS; VOCATIONAL EDUCATION TEACHERS; TEACHER EDUCATION; MANPOWER DEVELOPMENT; COOPERATIVE EDUCATION; ECONOMICS; SOCIOLOGY; PSYCHOLOGY; *EDUCATIONAL PLANNING; *FOUNDATIONS OF EDUCATION

ABSTRACT - DESIGNED FOR VOCATIONAL EDUCATORS AND THOSE PLANNING TO ENTER THE FIELD, THIS BOOK CONCENTRATES ON BASIC PRINCIPLES AFFECTING ALL OF HUMAN RESOURCE DEVELOPMENT. THE FIRST SECTION IS DEVOTED TO THE GOALS OF VOCATIONAL EDUCATION AND THEIR PRESENT EMPHASIS ON HUMAN RESOURCE DEVELOPMENT RATHER THAN THE NARROW CONCERN FOR MEETING THE NEEDS OF LOCAL EMPLOYEES. THE SECOND SECTION PRESENTS AN OVERVIEW OF THE CONTRIBUTIONS OF FOUR SOCIAL SCIENCES, PHILOSOPHY, ECONOMICS, SOCIOLOGY, AND PSYCHOLOGY, TOWARD THESE GOALS. THE THIRD SECTION IS CONCERNED WITH PRESENT PROGRAMS OF VOCATIONAL EDUCATION AND TRENDS WHICH ARE LIKELY TO AFFECT THE GOALS--IT IS ORGANIZED IN TERMS OF INSTRUCTIONAL LEVEL WITHIN VOCATIONAL EDUCATION. METHODS OF PREPARING PERSONNEL TO CONDUCT PROGRAMS OF VOCATIONAL EDUCATION FOLLOW, WITH PARTICULAR ATTENTION TO THE ROLE OF OCCUPATIONAL EDUCATION IN UNDERDEVELOPED AREAS OF THIS COUNTRY AND THE WORLD AND ITS ROLE IN THE DEVELOPMENT OF INDIVIDUALS' FULL HUMAN POTENTIAL. (PM)

VT 017 119
LISTON, ROBERT A.
YOUR CAREER IN CIVIL SERVICE.

DOCUMENT NOT AVAILABLE FROM EDRS.
7251-07396
JULIAN MESSNER INC., 8 WEST 40 STREET, NEW YORK, NEW YORK 10018 ($3.95)
PUB DATE - 66 223P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; GRADE 11; GRADE 12; INDEXES; TECHNICAL EDUCATION; *OCCUPATIONAL GUIDANCE; GROUP DISCUSSION; INDEPENDENT STUDY; *GOVERNMENT EMPLOYEES; VOCATIONAL EDUCATION; SKILLED WORKERS; SEMISKILLED WORKERS; *OCCUPATIONAL INFORMATION; PROFESSIONAL PERSONNEL; *EMPLOYMENT OPPORTUNITIES
IDENTIFIERS - EDUCATIONAL AWARENESS; *CAREER AWARENESS

ABSTRACT - THIS TEXTBOOK, FOR GRADES 11 AND 12, DESCRIBES A WIDE RANGE OF EMPLOYMENT OPPORTUNITIES AND INCLUDES ILLUSTRATIONS AND INDEXES. THE CAREER POTENTIAL OF CIVIL SERVICE ON ALL LEVELS IS DESCRIBED--THE UNSKILLED, THE 'BLUE

COLLAR' JOBS, THE HIGHLY SCIENTIFIC AND TECHNOLOGICAL OPPORTUNITIES IN THE FIELDS OF SPACE RESEARCH, MEDICINE AND COMMUNICATIONS. THERE IS INFORMATION AND ADVICE ON QUALIFICATIONS, WHERE TO APPLY, SALARIES, SPECIAL TRAINING, OPPORTUNITIES FOR ADVANCEMENT AND OTHER BENEFITS. (PM)

VT 017 124
SPENCER, LILA
EXCITING CAREERS FOR HOME ECONOMISTS.

DOCUMENT NOT AVAILABLE FROM EDRS.
7251-07409
JULIAN MESSNER INC., 1 WEST 39 STREET, NEW YORK, NEW YORK 10018 ($3.95)
PUB DATE - 67 191P. PMM COLLECTION

DESCRIPTORS - *CAREER OPPORTUNITIES; *HOME ECONOMICS; CONSUMER ECONOMICS; *OCCUPATIONAL HOME ECONOMICS; VOCATIONAL EDUCATION; DIETITIANS; *OCCUPATIONAL INFORMATION; FOOD SERVICE OCCUPATIONS; HOUSING MANAGEMENT AIDES; HOME ECONOMICS TEACHERS; CHILD CARE OCCUPATIONS; CLOTHING MAINTENANCE SPECIALISTS; *HOME ECONOMICS EDUCATION; SECONDARY GRADES
IDENTIFIERS - EDUCATIONAL AWARENESS; CAREER AWARENESS

ABSTRACT - WRITTEN FOR GRADES 11 AND 12, THIS BOOK DEALS WITH THE VARIOUS CAREER OPPORTUNITIES IN THE FIELD AT HOME ECONOMICS. IT STRESSES THE NEED FOR PROPER TRAINING IN THE CHOSEN AREA AND THE IMPORTANCE OF PRACTICAL EXPERIENCE AS A SUPPLEMENT TO ACADEMIC WORK. INCLUDED ARE ILLUSTRATIONS, SUGGESTED READINGS, AND A LISTING OF COLLEGES AND UNIVERSITIES OFFERING MAJORS OR DEGREES IN HOME ECONOMICS. (PM)

VT 017 135
GAY, KATHLYN
CAREERS IN SOCIAL SERVICE.

DOCUMENT NOT AVAILABLE FROM EDRS.
7251-07389
JULIAN MESSNER INC., 1 WEST 39 STREET, NEW YORK, NEW YORK 10018 ($3.64)
PUB DATE - 69 192P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; SECONDARY GRADES; *OCCUPATIONAL INFORMATION; *HUMAN SERVICES; SOCIAL SCIENCES; INDEPENDENT STUDY; *SUBPROFESSIONALS; *SOCIAL WORKERS; SOCIOPSYCHOLOGICAL SERVICES; CASEWORKERS; *SOCIAL SERVICES; *EMPLOYMENT OPPORTUNITIES
IDENTIFIERS - EDUCATIONAL AWARENESS; *CAREER AWARENESS; ECONOMIC AWARENESS

ABSTRACT - THE PURPOSE OF THIS TEXT IS TO INFORM STUDENTS OF GRADES 11 AND 12 ABOUT CAREERS IN SOCIAL SERVICE. IT SHOWS THE VAST SCOPE OF MODERN SOCIAL SERVICE UNDER THE AUTHORITY OF FEDERAL, STATE, OR LOCAL GOVERNMENTS, CHURCH INSTITUTIONS AND PRIVATE FOUNDATIONS. IT COVERED THE EDUCATIONAL REQUIREMENTS, SPECIAL SKILLS, DESIRABLE PERSONALITY TRAITS, AND ATTITUDES FOR CAREERS IN A CHALLENGING FIELD THAT OFFER IMMENSE REWARDS FOR THOSE CONCERNED WITH THE MULTITUDE OF HUMAN PROBLEMS IN TODAY'S COMPLEX WORLD. ALSO INCLUDED ARE A BIBLIOGRAPHY, A LIST OF TERMS FOR SOCIAL WORK POSITIONS, AND A LIST OF INSTITUTIONS OFFERING UNDERGRADUATE COURSES WITH SOCIAL WELFARE CONTENT. (PM)

VT 017 136
SARNOFF, PAUL
CAREERS IN BIOLOGICAL SCIENCE.

DOCUMENT NOT AVAILABLE FROM EDRS.
7251-07405
JULIAN MESSNER INC., 1 WEST 39 STREET, NEW YORK, NEW YORK 10018 ($3.95)
PUB DATE - 68 192P. PMM COLLECTION

DESCRIPTORS - *CAREER OPPORTUNITIES; GUIDANCE; SECONDARY GRADES; CAREER EDUCATION; *BIOLOGICAL SCIENCES; BIOCHEMISTRY; BIOPHYSICS; PHYSIOLOGY; *NATURAL

SCIENCES; *OCCUPATIONAL INFORMATION; *ANIMAL SCIENCE; BOTANY; MICROBIOLOGY
IDENTIFIERS - EDUCATIONAL AWARENESS; CAREER AWARENESS

ABSTRACT - WRITTEN FOR GRADES 11 AND 12, THIS TEXT GIVES THE READER INVALUABLE INFORMATION ABOUT EDUCATIONAL REQUIREMENTS, POTENTIAL REWARDS, PROSPECTIVE EMPLOYERS, AS WELL AS THE MANY OPPORTUNITIES IN THE INTERRELATED FIELDS THAT COMPRISE BIOLOGICAL SCIENCE. THE AUTHOR STRESSES TWO MAIN POINTS: THE TREMENDOUS VALUE BIOLOGICAL SCIENCE HAS FOR HUMANITY, AND THE FASCINATION AND CHALLENGE OFFERED THOSE MEN AND WOMEN WHO DEDICATE THEMSELVES TO INVESTIGATING AND WORKING WITH LIFE IN ALL ITS INFINITE VARIETY. ILLUSTRATIONS, A GLOSSARY OF TERMS AND PROFESSIONS, AND A SUGGESTED READING LIST ADD TO THE EDUCATIONAL IMPACT OF THE BOOK. (PM)

VT 017 148
HOME ECONOMICS CURRICULUM GUIDE.

LOS ALAMOS PUBLIC SCHOOLS, N. MEX.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 17P.

DESCRIPTORS - *HOME ECONOMICS; *CURRICULUM GUIDES; COURSE DESCRIPTIONS; CURRICULUM; *COURSE OBJECTIVES; SECONDARY GRADES; *INTEGRATED CURRICULUM; HOME ECONOMICS EDUCATION
IDENTIFIERS - *LOS ALAMOS SCHOOL DISTRICT

ABSTRACT - DEVELOPED FOR ADMINISTRATORS AND TEACHERS BY THE LOS ALAMOS PUBLIC SCHOOL STAFF, THIS HOME ECONOMICS GUIDE REFLECTS THE GENERAL PHILOSOPHY AND UNDERLYING GOALS COMMON TO THE ENTIRE SCHOOL DISTRICT. BUILT AROUND THE PRINCIPLE OF EXPOSURE AS A VEHICLE FOR CAUSING AWARENESS TO EXISTING PROBLEMS AND ENVIRONMENTAL CONDITIONS, IT SEEKS TO INVOLVE PUPILS IN SELF INSTRUCTIONAL ACTIVITIES AS WELL AS ACTIVITIES GEARED TO CREATIVE EXPRESSION AND REALISTIC EDUCATIONAL PURSUITS WHICH AID IN THE DEVELOPMENT OF THE CONFIDENCE NEEDED TO MAKE ADJUSTMENTS TO LIFE SITUATIONS. BASIC IN THE DESIGN IS THE INTEGRATION OF CONCEPTS FROM OTHER DISCIPLINES AND PREVIOUS LEARNING EXPERIENCES. COURSE OBJECTIVES IN CHILD DEVELOPMENT, CLOTHING, CREATIVE EXPRESSION THROUGH THE ARTS, CONSUMER BUYING AND MANAGEMENT, GROOMING, HEALTH, RELATIONSHIPS, HOUSING, FOODS AND NUTRITION, AND A COURSE FOR SPECIAL EDUCATION STUDENTS ARE BRIEFLY DESCRIBED WITH INSTRUCTIONAL GOALS ON 8 LEVELS. (SN)

VT 017 150
INTRODUCTION TO TABLE MANNERS. LESSON V OF LIVING SKILLS SERIES.

REHABILITATION RESEARCH FOUNDATION, ELMORE, ALA.
MANPOWER ADMINISTRATION (DOL), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
TRADE AND INDUSTRIAL EDUCATION, P.O. BOX 2847, UNIVERSITY, ALABAMA 35486 ($.65)
PUB DATE - 66 35P.

DESCRIPTORS - *INSTRUCTIONAL MATERIALS; *SOCIAL DEVELOPMENT; WORKSHEETS; COURSE CONTENT; *SOCIAL BEHAVIOR
IDENTIFIERS - ATTITUDES APPRECIATIONS; *TABLE MANNERS

ABSTRACT - THIS SELF-INSTRUCTIONAL BOOKLET CONSISTS OF LESSON V OF THE LIVING SKILLS SERIES. ITS PURPOSE IS TO TEACH GOOD TABLE MANNERS. TOPICS DISCUSSED TO THE BOOKLET INCLUDE THE FOLLOWING: (1) THE PLACE SETTING, (2) THE ORDER IN WHICH TO EAT YOUR FOOD, (3) HOW TO HOLD AND USE YOUR SILVERWARE, (4) FOODS THAT MAY AND MAY NOT BE EATEN WITH THE FINGERS, (5) SOME THINGS YOU SHOULD AND SHOULD NOT DO AT THE TABLE. VISUAL DESCRIPTIONS ARE PROVIDED AS WELL AS QUESTION AND ANSWER WORK SHEETS. (DL)

VT 017 157 ED 068 675
CONSUMER EDUCATION FOR HIGH SCHOOLS.

NEW YORK CITY BOARD OF EDUCATION, BROOKLYN, N.Y. BUREAU OF CURRICULUM DEVELOPMENT.
DOCUMENT NOT AVAILABLE FROM EDRS.
BOARD OF EDUCATION OF THE CITY OF NEW YORK, PUBLICATIONS SALES OFFICE, 110 LIVINGSTON STREET, BROOKLYN, NEW YORK 11201 ($1.50)
PUB DATE - 69 65P.; 1968-69 SERIES

DESCRIPTORS - *CONSUMER ECONOMICS; *CONSUMER EDUCATION; COURSE CONTENT; *CURRICULUM GUIDES; *HIGH SCHOOL CURRICULUM; LESSON PLANS; MERCHANDISE INFORMATION; MONEY MANAGEMENT; *PURCHASING; URBAN AREAS
IDENTIFIERS - NEW YORK CITY

ABSTRACT - THIS EXPERIMENTAL COURSE OF STUDY FOR HIGH SCHOOL STUDENTS WAS DESIGNED TO PREPARE TEENAGE CONSUMERS TO UNDERSTAND THE CHOICE OF PRODUCTS AND SERVICES OFFERED IN THE MARKETPLACE AND TO MAKE THEIR CHOICES WISELY. BILLIONS OF DOLLARS ANNUALLY ARE SPENT BY TEENAGERS ON MERCHANDISE AND SERVICES. THE NEED FOR A COURSE IN CONSUMER EDUCATION IS SO PRESSING THAT FEDERAL, STATE, AND CITY AGENCIES ARE RECOMMENDING ITS INCLUSION IN SCHOOL CURRICULUMS. THIS BOOKLET PRESENTS PLANS FOR 17 DIFFERENT CONSUMER EDUCATION ELEMENTS, EACH INVOLVING SEVERAL LESSONS. INCLUDED ARE CONSUMER SPENDING, EVALUATION, ATTITUDES, CREDIT, INSURANCE, AND PURCHASING OF A WIDE RANGE OF PRODUCTS. A LIST OF TEACHER RESOURCE MATERIALS IS APPENDED. (MF)

VT 017 166
DOWDELL, DOROTHY;DOWDELL, JOSEPH
YOUR CAREER IN TEACHING.

DOCUMENT NOT AVAILABLE FROM EDRS.
7251-07384
JULIAN MESSNER INC., 1 WEST 39 STREET, NEW YORK, NEW YORK 10018 ($3.64)
PUB DATE - 67 191P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; INSTRUCTIONAL MATERIALS; RESOURCE GUIDES; *EDUCATION; SECONDARY GRADES; POST SECONDARY EDUCATION; INDEPENDENT STUDY; *TEACHER EDUCATION; BIBLIOGRAPHIES; *TEACHER EMPLOYMENT; TEACHERS; *EMPLOYMENT OPPORTUNITIES; OCCUPATIONAL INFORMATION; TEACHER PLACEMENT; TEACHER QUALIFICATIONS
IDENTIFIERS - EDUCATIONAL AWARENESS; *CAREER EDUCATION; EMPLOYMENT SKILLS

ABSTRACT - THIS TEXT, DESIGNED FOR STUDENTS IN GRADES 10-12 AND POST SECONDARY STUDENTS SHOWS HOW TEACHERS MORE THAN EVER PLAY A VITAL AND VALUED ROLE IN MODERN SOCIETY. THE EXCITEMENT OF CHANGE AND PROGRESS IN TEACHING METHODS TODAY IS THE KEYNOTE OF THIS BOOK. THIS IS ALSO TRUE OF SUCH CLOSELY ALLIED OCCUPATIONS AS SCHOOL ADMINISTRATION, LIBRARIANSHIP, ACADEMIC COUNSELING, AND SCHOOL SERVICE SOCIAL WORK. CASE HISTORIES HIGHLIGHT THE INNOVATIONS TAKING PLACE IN SCHOOLS COUNTRYWIDE, AND FOCUS ON THE SCOPE OF OPPORTUNITIES IN A PROFESSION THAT OFFERS STIMULATION AND PERSONAL GRATIFICATION. (PM)

VT 017 169
HOW TO GO ABOUT BUYING A BUSINESS.

KIPLINGER WASHINGTON EDITORS, INC., WASHINGTON, D.C.
DOCUMENT NOT AVAILABLE FROM EDRS.
7307-04620
CHANGING TIMES EDUCATION SERVICE, 1729 H STREET, N.W., WASHINGTON, D.C. 20006
PUB DATE - 71 8P. PMM COLLECTION

DESCRIPTORS - SECONDARY GRADES; POST SECONDARY EDUCATION; CAREER EDUCATION; *INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; TRADE; BUSINESS ADMINISTRATION; *BUSINESS; *MANAGEMENT; *MANAGEMENT EDUCATION; BUSINESS EDUCATION; LEADERSHIP; CONSUMER EDUCATION; FACILITY GUIDELINES; *PROPERTY APPRAISAL
IDENTIFIERS - CAREER AWARENESS; DECISION MAKING; *ECONOMIC AWARENESS

ABSTRACT - THIS THREE-PART KIT IS DESIGNED TO PROVIDE A CLASSROOM OF 40 STUDENTS IN GRADES 7-10 WITH INFORMATION ABOUT BUYING A BUSINESS. THE KIT INCLUDES: (1) A BRIEF TEACHING GUIDE, (2) A TRANSPARENCY WHICH LISTS SIX CRITERIA TO BE CONSIDERED BEFORE BUYING A BUSINESS, AND (3) 40 COPIES OF A 4-PAGE ARTICLE REPRINT THAT HELPS STUDENTS CLARIFY WHAT THEY NEED TO KNOW BEFORE BUYING A BUSINESS. THE ARTICLE LISTS THE EXPERTS WHO CAN HELP IN A BUSINESS TRANSACTION AND PROVIDES INFORMATION ABOUT HOW MUCH MONEY A POTENTIAL BUYER CAN EXPECT TO PAY NOT ONLY FOR PROPERTY BUT IN INSURANCE AND TAXES. THE ACCOMPANYING TEACHING GUIDE BRIEFLY LISTS KEY CONCEPTS AND QUESTIONS FOR DISCUSSION ALONG WITH SUGGESTED ACTIVITIES FOR STUDENTS. (PM)

VT 017 170
HOW ON EARTH DO WORKING WIVES MANAGE.

KIPLINGER WASHINGTON EDITORS, INC., WASHINGTON, D.C.
DOCUMENT NOT AVAILABLE FROM EDRS.
7307-04618
CHANGING TIMES EDUCATION SERVICE, 1729 H STREET, N.W., WASHINGTON, D.C. 20006
PUB DATE - 71 10P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; SECONDARY GRADES; INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; *WORKING WOMEN; *WORKING PARENTS; FEMALES; FEMINISM; FAMILY LIFE; *FAMILY RELATIONSHIP; FAMILY RESOURCES; *HOME MANAGEMENT; EMPLOYEES; WORK ATTITUDES; *VOCATIONAL ADJUSTMENT
IDENTIFIERS - ATTITUDES APPRECIATIONS; SELF AWARENESS

ABSTRACT - THIS THREE-PART KIT IS DESIGNED TO PROVIDE A CLASSROOM OF 40 STUDENTS IN GRADES 9-12 WITH INFORMATION ON THE REWARDS AND FRUSTRATIONS OF BEING A WORKING HOMEMAKER. THE KIT INCLUDES: (1) A BRIEF TEACHING GUIDE WHICH LISTS COGNITIVE AND AFFECTIVE GOALS AND SUGGESTS ACTIVITIES IN AND BEYOND THE CLASSROOM, (2) A TRANSPARENCY WHICH SHOWS HOW A HUSBAND SHARES THE WORK WHEN HIS WIFE IS AT HOME COMPARED TO WHEN SHE WORKS, AND (3) 40 COPIES OF A 4-PAGE ARTICLE REPRINT WHICH SUMMARIZES THE RESPONSES OF SEVERAL WORKING MOTHERS TO AN INTERVIEW BY "CHANGING TIMES MAGAZINE." ACCORDING TO THE ARTICLE, THE MAJOR PROBLEMS WORKING WIVES ENCOUNTER ARE HOW TO COMBINE HOME RESPONSIBILITIES WITH JOB DEMANDS AND HOW TO FIND EXTRA TIME FOR CHILDREN AS WELL AS HOUSEHOLD DUTIES. THE ARTICLE ALSO DISCUSSES THE REASONS WOMEN WORK AND INDICATES THAT HOME AND JOB CAN BE SUCCESSFULLY COMBINED. (PM)

VT 017 171
HIRE AN EMPLOYMENT AGENCY TO FIND YOU A JOB.

KIPLINGER WASHINGTON EDITORS, INC., WASHINGTON, D.C.
DOCUMENT NOT AVAILABLE FROM EDRS.
7307-04619
CHANGING TIMES EDUCATION SERVICE, 1729 H STREET, N.W., WASHINGTON, D.C. 20006
PUB DATE - 72 10P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; *INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; SECONDARY GRADES; OCCUPATIONAL CHOICE; *JOB PLACEMENT; *EMPLOYMENT SERVICES; EMPLOYMENT COUNSELORS; CAREER OPPORTUNITIES; EMPLOYMENT OPPORTUNITIES; *JOB APPLICANTS; *JOB APPLICATION
IDENTIFIERS - *ECONOMIC AWARENESS; CAREER AWARENESS

ABSTRACT - THIS THREE-PART KIT IS DESIGNED TO PROVIDE A CLASSROOM OF 40 STUDENTS IN GRADES 7-10 WITH INFORMATION ABOUT EMPLOYMENT AGENCIES. THE KIT INCLUDES: (1) A BRIEF TEACHING GUIDE, (2) A TRANSPARENCY WHICH SHOWS SEVEN PLACES TO LOOK FOR A JOB, AND (3) 40 COPIES OF A 4-PAGE REPRINT THAT DESCRIBES THE FUNCTION OF PRIVATE

EMPLOYMENT AGENCIES. THE ARTICLE TELLS STUDENTS HOW TO CHOOSE A RELIABLE AGENCY, THE SORT OF FEES AND CONTRACTS THEY CAN EXPECT TO ENTER, AND THE BEST WAY TO WORK WITH EMPLOYMENT AGENCIES. THE DIFFERENCE BETWEEN A JOB COUNSELING FIRM AND AN EMPLOYMENT AGENCY IS ALSO DISCUSSED. FINALLY, A BRIEF PARAGRAPH INFORMS STUDENTS HOW TO PROCEED IF AN EMPLOYMENT AGENCY FAILS TO MEET THE STANDARDS OF THE NATIONAL EMPLOYMENT ASSOCIATION IN WASHINGTON, D.C. THE ACCOMPANYING TEACHERS GUIDE SUGGESTS TOPICS FOR DISCUSSION ALONG WITH THE CONCEPTS AND GENERALIZATIONS, VALUES, AND ATTITUDES WHICH MIGHT BE DEVELOPED FROM THE READING. (PM)

VT 017 177 ED 068 679
FINEGAN, MARCELLA E.
TEACHER'S ANSWERS TO THE CONSUMER AND HIS DOLLARS: A WORKBOOK AND STUDY GUIDE.

DOCUMENT NOT AVAILABLE FROM EDRS.
OCEANA, PUBLICATIONS, INC., DOBBS FERRY, N.Y. 10522
PUB DATE - 72 37P.

DESCRIPTORS - SECONDARY GRADES; MARKETING; *STUDY GUIDES; *ANSWER KEYS; *WORKBOOKS; REVIEW (REEXAMINATION); *OBJECTIVE TESTS; *CONSUMER ECONOMICS; CONSUMER EDUCATION; MONEY MANAGEMENT
IDENTIFIERS - EDUCATIONAL AWARENESS; ECONOMIC AWARENESS

ABSTRACT - THIS WORKBOOK AND STUDY GUIDE CONTAINS THE TEACHER'S ANSWERS TO ACCOMPANY THE TEXT OF "THE CONSUMER AND HIS DOLLARS." INCLUDED ARE: (1) A KEY TO THE STUDY EXERCISES, GIVEN FOR EACH OF 16 CHAPTERS, (2) THE ANSWERS FOR 16 CHAPTER REVIEWS, (3) A MID-COURSE TEST HAVING 71 QUESTIONS, TOGETHER WITH AN ANSWER KEY, AND (4) A FINAL REVIEW TEST COVERING CHAPTERS 9 THROUGH 16 IN THE TEXT TOGETHER WITH AN ANSWER KEY. THE TESTS INCLUDE TRUE-FALSE, MATCHING, MULTIPLE CHOICE, AND COMPLETION QUESTIONS. THIS DOCUMENT IS RELATED TO THE TEXTBOOK AND A WORKBOOK ANNOUNCED IN THIS ISSUE AS VT 017 179 AND VT 017 178. (AG)

VT 017 178 ED 068 680
FINEGAN, MARCELLA E.
THE CONSUMER AND HIS DOLLARS: A WORKBOOK AND STUDY GUIDE.

DOCUMENT NOT AVAILABLE FROM EDRS.
OCEANA, PUBLICATIONS, INC., DOBBS FERRY, N.Y. 10522
PUB DATE - 72 88P.

DESCRIPTORS - *WORKBOOKS; SECONDARY GRADES; WORKSHEETS; *STUDY GUIDES; *CONSUMER ECONOMICS; *MONEY MANAGEMENT; *CONSUMER EDUCATION; VOCATIONAL EDUCATION; VOCATIONAL DEVELOPMENT; REVIEW (REEXAMINATION); MARKETING; QUESTIONING TECHNIQUES
IDENTIFIERS - ECONOMIC AWARENESS; EDUCATIONAL AWARENESS

ABSTRACT - THIS WORKBOOK AND STUDY GUIDE FOR A MONEY MANAGEMENT CURRICULUM IN CONSUMER EDUCATION WAS WRITTEN TO ACCOMPANY THE TEXTBOOK "THE CONSUMER AND HIS DOLLARS" AND A TEACHER'S GUIDE, BOTH ANNOUNCED IN THIS ISSUE AS VT 017 179 AND VT 017 177. INCLUDED ARE 16 CHAPTERS, EACH CONTAINING WORKSHEETS PERFORATED FOR EASY REMOVAL. CHAPTER HIGHLIGHTS, STUDY EXERCISES, AND QUESTIONS FOR REVIEWING EACH CHAPTER ARE PROVIDED. MULTIPLE CHOICE, TRUE-FALSE, MATCHING, AND COMPLETION QUESTIONS ARE INCLUDED. A WIDE RANGE OF TOPICS ARE COVERED, SUCH AS CONSUMER FRAUD, BUDGETING, ADVERTISING, INSURANCE, THE LAW, AND BUYING FOOD AND CLOTHING. (AG)

VT 017 179 ED 068 681
SCHOENFELD, DAVID;NATELLA, ARTHUR A.
THE CONSUMER AND HIS DOLLARS.

DOCUMENT NOT AVAILABLE FROM EDRS.
OCEANA, PUBLICATIONS INC., DOBBS FERRY, NEW YORK 10522
PUB DATE - 70 365P. SECOND EDITION

DESCRIPTORS - BIBLIOGRAPHIES; INDEXES (LOCATERS); GLOSSARIES; *ADULT VOCATIONAL EDUCATION;

*CONSUMER ECONOMICS; *MONEY MANAGEMENT; VISUAL AIDS; *CONSUMER EDUCATION; SECONDARY GRADES; POST SECONDARY EDUCATION; COLLEGE CURRICULUM; *TEXTBOOKS; MARKETING; VOCATIONAL DEVELOPMENT
IDENTIFIERS - ECONOMIC AWARENESS; EDUCATIONAL AWARENESS

ABSTRACT - THIS TEXTBOOK, DESIGNED FOR USE IN THE SECONDARY GRADES, COLLEGES, AND FOR ADULT EDUCATION, IS INTENDED FOR USE IN BOTH CONSUMER EDUCATION AND CONSUMER ECONOMICS COURSES. ITS OBJECTIVE IS TO DEVELOP AN AWARENESS OF THE IMPORTANCE OF MAKING WISE CONSUMER DECISIONS. A RATIONALE FOR THE TEXTBOOK PRECEDES 16 TOPICAL CHAPTERS, A GLOSSARY, A SELECTED 10-PAGE BIBLIOGRAPHY, AND AN INDEX. LINE DRAWINGS ILLUSTRATE THE TEXT. A WIDE RANGE OF TOPICS ARE COVERED, SUCH AS CONSUMER FRAUD, THE LAW, BUDGETING, ADVERTISING, BUYING PRACTICES, AND THE ROLE OF THE GOVERNMENT. THIS DOCUMENT IS DESIGNED FOR USE WITH A TEACHER'S GUIDE AND A STUDY GUIDE, ANNOUNCED IN THIS ISSUE AS VT 017 177 AND VT 017 178. (AG)

VT 017 202
STONE, ELNA
HOW TO CHOOSE YOUR WORK.

DOCUMENT NOT AVAILABLE FROM EDRS.
6012-08330
BRUCE PUBLISHING CO., 2642 UNIVERSITY AVE., ST. PAUL, MN 55114
PUB DATE - 69 64P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; GUIDANCE; SECONDARY GRADES; POST SECONDARY EDUCATION; *PROBLEM SOLVING; *OCCUPATIONAL GUIDANCE; *VOCATIONAL COUNSELING; VOCATIONAL DEVELOPMENT; *CAREER PLANNING; *CAREER CHOICE
IDENTIFIERS - SELF AWARENESS; EDUCATIONAL AWARENESS; *CAREER AWARENESS

ABSTRACT - THE PURPOSE OF THIS BOOK IS TO HELP SECONDARY AND POST-SECONDARY STUDENTS TO CHOOSE A VOCATION IN WHICH THEY CAN BE SUCCESSFUL. THE TEXT IS BASED AROUND THREE BASIC QUESTIONS: (1) WHAT DO YOU WANT TO DO? (2) WHAT CAN YOU DO? AND (3) WHAT KIND OF WORK IS AVAILABLE TO YOU? THE INFORMATION IS INTENDED TO HELP STUDENTS EXPLORE THEIR GOALS, INTERESTS, SKILLS, APTITUDES, EDUCATION, EXPERIENCE, PERSONAL QUALITIES, AND WORK OPPORTUNITIES. (PM)

VT 017 212
COORDINATED VOCATIONAL ACADEMIC EDUCATION FIRST YEAR CURRICULUM.

GEORGIA UNIV., ATHENS. DIV. OF VOCATIONAL EDUCATION.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 133P.

DESCRIPTORS - *VOCATIONAL EDUCATION; *ACADEMIC EDUCATION; *EDUCATIONAL COORDINATION; *CURRICULUM GUIDES; BEHAVIORAL OBJECTIVES; SECONDARY GRADES; CONCEPTUAL SCHEMES; TEACHING TECHNIQUES; LEARNING ACTIVITIES; INTERPERSONAL COMPETENCE; DRUG EDUCATION; *INDIVIDUAL DEVELOPMENT; HEALTH
IDENTIFIERS - EDUCATION PROFESSIONS DEVELOPMENT ACT; EPDA; ATTITUDES APPRECIATIONS

ABSTRACT - THIS CURRICULUM GUIDE FOR THE FIRST YEAR IN A COORDINATED VOCATIONAL-ACADEMIC EDUCATION PROGRAM WAS DEVELOPED DURING THE 1970 SCHOOL YEAR BY GEORGIA VOCATIONAL COORDINATORS ENROLLED IN AN INTERNSHIP PROGRAM AT THE UNIVERSITY OF GEORGIA. TOPICAL UNITS FOCUS ON THE FOLLOWING ASPECTS OF PERSONAL DEVELOPMENT: (1) BREAKING THE ICE, (2) IMPROVING PERSONALITY CHARACTERISTICS, (3) DEVELOPING INTERPERSONAL RELATIONSHIPS, (4) PERSONAL APPEARANCE AND HEALTH HABITS, (5) DRUG ABUSE, (6) COMMUNICATIONS, (7) EFFECTIVE USE OF TIME, AND (8) CITIZENSHIP. FOR EACH SUBTOPIC IN A UNIT, BEHAVIORAL OBJECTIVES ARE LISTED AND A CONCEPTUAL OUTLINE

WITH SUGGESTED LEARNING ACTIVITIES ARE INCLUDED IN A 2-COLUMN FORMAT. TEACHING TECHNIQUES UTILIZED INCLUDE ROLE-PLAYING, CLASS DISCUSSIONS, AND THE USE OF AUDIOVISUAL AIDS. (AG)

VT 017 215
COORDINATED VOCATIONAL ACADEMIC EDUCATION TRAINING GUIDES.

GEORGIA UNIV., ATHENS. DIV. OF VOCATIONAL EDUCATION.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 67P.

DESCRIPTORS - OCCUPATIONAL INFORMATION; *EDUCATIONAL COORDINATION; *ACADEMIC EDUCATION; *VOCATIONAL EDUCATION; VOCATIONAL DEVELOPMENT; HUMANITIES; SECONDARY GRADES; *JOB TRAINING; *LEADERS GUIDES; ENTRY WORKERS; COURSE OBJECTIVES; TRADE AND INDUSTRIAL EDUCATION; TASK PERFORMANCE
IDENTIFIERS - BEGINNING COMPETENCE; EDUCATION PROFESSIONS DEVELOPMENT ACT; EPDA

ABSTRACT - THE OCCUPATIONAL INFORMATION CONTAINED IN THESE JOB TRAINING PLANS FOR A COORDINATED VOCATIONAL-ACADEMIC EDUCATION PROGRAM AT THE SECONDARY LEVEL IS INTENDED TO PROVIDE PROGRAM COORDINATORS AND ACADEMIC TEACHERS WITH SUGGESTIONS FOR RELATING PRACTICAL JOB INSTRUCTION TO ACADEMIC SKILLS. THESE TRAINING PLANS FOR VARIOUS ENTRY LEVEL OCCUPATIONS INCLUDE OBJECTIVES, OUTLINES OF REQUIRED TASK PERFORMANCES, DIRECTLY RELATED INFORMATION NECESSARY FOR PERFORMING THESE TASKS, AND RELATED ACADEMIC SKILLS IN A 3-COLUMN FORMAT. THESE LEADERS' GUIDES WERE DEVELOPED BY COORDINATORS FOR GEORGIA'S COORDINATED VOCATIONAL-ACADEMIC EDUCATION PROGRAMS WHO WERE ENROLLED IN AN INTERNSHIP AT THE UNIVERSITY OF GEORGIA. (AG)

VT 017 217
COORDINATED VOCATIONAL ACADEMIC EDUCATION INDIVIDUAL PROJECTS.

GEORGIA UNIV., ATHENS. DIV. OF VOCATIONAL EDUCATION.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 78P.

DESCRIPTORS - *EDUCATIONAL COORDINATION; *INDIVIDUAL ACTIVITIES; PROJECTS; RESOURACE MATERIALS; *VOCATIONAL EDUCATION; *ACADEMIC EDUCATION; *COORDINATORS; VOCATIONAL DEVELOPMENT; ELEMENTARY GRADES; SECONDARY GRADES; HUMANITIES; BIBLIOGRAPHIES
IDENTIFIERS - EDUCATION PROFESSIONS DEVELOPMENT ACT; EPDA; EDUCATIONAL AWARENESS

ABSTRACT - THE INDIVIDUAL PROJECTS OF THIS DOCUMENT WERE DEVELOPED FOR GEORGIA'S COORDINATED VOCATIONAL-ACADEMIC EDUCATION PROGRAMS BY 50 COORDINATORS WHO WERE ENROLLED IN AN INTERNSHIP AT THE UNIVERSITY OF GEORGIA AS REQUIRED ASSIGNMENTS FOCUSING ON SOME ASPECT OF THEIR EDUCATIONAL ACTIVITIES OR PERSONAL DEVELOPMENT. STUDENT FORMS, COORDINATOR FORMS, A BIBLIOGRAPHY, AND OTHER RESOURCE MATERIALS ARE INCLUDED AND INTENDED FOR THE USE OF VOCATIONAL PROGRAM COORDINATORS. INVENTORIES, CHECKLISTS, QUESTIONNAIRES, AND DATA SHEETS RELATING TO VOCATIONAL EDUCATION ARE PROVIDED. (AG)

VT 017 218
COORDINATED VOCATIONAL ACADEMIC EDUCATION CONTEST MANUAL.

GEORGIA UNIV., ATHENS. DIV. OF VOCATIONAL EDUCATION.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 80P.

DESCRIPTORS - *STATE PROGRAMS; *MANUALS; VOCATIONAL DEVELOPMENT; SECONDARY GRADES; *VOCATIONAL EDUCATION; *YOUTH CLUBS; *ACADEMIC EDUCATION; EDUCATIONAL COORDINATION; GUIDELINES; WORKSHEETS
IDENTIFIERS - EDUCATIONAL

AWARENESS; EPDA; EDUCATIONAL PROFESSIONS DEVELOPMENT ACT

ABSTRACT - THE CLUB ORGANIZATION ACTIVITIES AND THE CONTEST MANUAL WHICH MAKE UP THIS DOCUMENT WERE DEVELOPED FOR GEORGIA'S COORDINATED VOCATIONAL-ACADEMIC EDUCATION CLUBS BY A PROJECT STAFF OF REGIONAL VOCATIONAL EDUCATION COORDINATORS. THE THREE SECTIONS OF THE MANUAL COVER: (1) THE STATE ORGANIZATION, (2) CONTESTS AND AWARDS, AND (3) SUGGESTED GUIDELINES FOR CLUB ACTIVITIES AND PROCEDURES. TEN CONTESTS ARE BRIEFLY OUTLINED, AND SUCH TOPICS AS PARLIAMENTARY PROCEDURES AND ELECTION OF STATE OFFICERS FOR THE CONDUCT OF THE CLUB ACTIVITIES ARE DISCUSSED. (AG)

VT 017 219
COORDINATED VOCATIONAL ACADEMIC EDUCATION SECOND YEAR CURRICULUM (1970-71).

GEORGIA UNIV., ATHENS. DIV. OF VOCATIONAL EDUCATION.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 89P.

DESCRIPTORS - *EDUCATIONAL COORDINATION; *CURRICULUM GUIDES; *VOCATIONAL EDUCATION; HUMANITIES; *ACADEMIC EDUCATION; VOCATIONAL DEVELOPMENT; SECONDARY GRADES; *STATE PROGRAMS; CAREER PLANNING; BEHAVIORAL OBJECTIVES; CONCEPTUAL SCHEMES; LEARNING ACTIVITIES; TEACHING TECHNIQUES
IDENTIFIERS - EDUCATION PROFESSIONS DEVELOPMENT ACT; EPDA; CAREER AWARENESS

ABSTRACT - THIS CURRICULUM GUIDE FOR THE SECOND YEAR IN A COORDINATED VOCATIONAL-ACADEMIC EDUCATION PROGRAM AT THE SECONDARY LEVEL CONTAINS FIVE TOPICAL UNITS DEALING WITH: (1) CAREER PLANNING, (2) INFORMATION ABOUT JOBS, (3) MONEY MANAGEMENT, (4) THE BUSINESS WORLD, AND (5) LABOR LAWS AND BENEFITS. EACH UNIT INCLUDES GENERAL UNIT OBJECTIVES, SPECIFIC BEHAVIORAL OBJECTIVES FOR EACH SUBTOPIC, TOGETHER WITH CONCEPTS AND SUGGESTED LEARNING ACTIVITIES IN 2-COLUMN FORMATS. SUGGESTED TEACHING TECHNIQUES INCLUDE THE USE OF ROLE PLAYING, PANEL DISCUSSIONS, RESOURCE PERSONS, FIELD TRIPS, AND AUDIOVISUAL AIDS. THESE CURRICULUM MATERIALS WERE DEVELOPED FOR GEORGIA'S COORDINATED VOCATIONAL ACADEMIC PROGRAMS BY COORDINATORS WHO WERE ENROLLED IN AN INTERNSHIP AND WORKSHOP AT THE UNIVERSITY OF GEORGIA. (AG)

VT 017 220
COORDINATED VOCATIONAL ACADEMIC EDUCATION PROMOTIONAL KIT.

GEORGIA UNIV., ATHENS. DIV. OF VOCATIONAL EDUCATION.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 35P.

DESCRIPTORS - ELEMENTARY GRADES; SECONDARY GRADES; *VOCATIONAL EDUCATION; *ACADEMIC EDUCATION; *EDUCATIONAL COORDINATION; VOCATIONAL DEVELOPMENT; COORDINATORS; INFORMATION DISSEMINATION; MASS MEDIA; *PUBLICIZE; *STATE PROGRAMS; COMMUNICATIONS
IDENTIFIERS - EDUCATION PROFESSIONS DEVELOPMENT ACT; EPDA; EDUCATIONAL AWARENESS

ABSTRACT - THESE MATERIALS FOR A COMPREHENSIVE PROMOTIONAL KIT FOR GEORGIA'S COORDINATED VOCATIONAL-ACADEMIC EDUCATION PROGRAMS HAS AS ITS MAJOR OBJECTIVE THE SIMPLIFICATION OF THE PUBLIC RELATIONS DUTIES OF THE PROGRAM COORDINATORS. DEVELOPED BY GEORGIA VOCATIONAL EDUCATION COORDINATORS ENROLLED IN AN INTERNSHIP AT THE UNIVERSITY OF GEORGIA, THESE SUGGESTIONS ARE GROUPED INTO THE FOLLOWING TOPICAL AREAS; (1) MEDIA, INCLUDING NEWSPAPER AND RADIO, (2) SPEECHES, (3) AUDIO-VISUAL MATERIALS, (4) COORDINATED VOCATIONAL ACADEMIC EDUCATION WEEK, (5) CLUB REPORTER, (6) LETTERS NEEDED FOR THE PROGRAM, (7) CHARTS AND POSTERS, AND (8) PROMOTIONAL

HANDOUTS. SAMPLE FORMS ARE PROVIDED. (AG)

VT 017 232
STONE, ELNA
HOW TO GET A JOB.

DOCUMENT NOT AVAILABLE FROM EDRS.
6012-08331
BRUCE PUBLISHING CO., 2642
UNIVERSITY AVE., ST. PAUL, MN 55114
PUB DATE - 69 74P. PMM
COLLECTION

DESCRIPTORS - CAREER EDUCATION; SECONDARY GRADES; POST SECONDARY EDUCATION; *INSTRUCTIONAL MATERIALS; GUIDANCE; PROBLEM SOLVING; RESOURCE MATERIALS; JOBS; *JOB APPLICATION; *EMPLOYMENT INTERVIEWS; *EMPLOYMENT QUALIFICATIONS
IDENTIFIERS - EMPLOYMENT SKILLS; SELF AWARENESS

ABSTRACT - THIS BOOK WILL AID SECONDARY AND POST-SECONDARY STUDENTS TO HAVE ADEQUATE INFORMATION ABOUT THE TECHNIQUES OF JOB HUNTING. AFTER THE STUDENT HAS READ A SPECIFIC QUESTION, HE CAN ANSWER QUESTIONS WHICH WILL HELP HIM THINK ABOUT WHAT HE HAS READ AND APPLY THIS TO HIS OWN SITUATION. THE STUDENT WILL GET SOME PRACTICE DOING MANY OF THE THINGS THAT HE WILL DO IN LOOKING FOR A JOB SUCH AS FILLING OUT APPLICATION BLANKS, TAKING TESTS, AND WRITING A RESUME. THE MATERIAL IN THE BOOK IS ARRANGED IN SUCH A WAY THAT THE STUDENT CAN READ ONLY THE PART HE NEEDS AT ANY ONE TIME. (PM)

VT 017 233
BELMAN, HARRY S.;SHERTZER, BRUCE
MY CAREER GUIDEBOOK. TEXT AND COUNSELOR'S AND TEACHER'S MANUAL.

DOCUMENT NOT AVAILABLE FROM EDRS.
6012-08329
BRUCE PUBLISHING CO., 2642
UNIVERSITY AVE., ST. PAUL, MN 55114
PUB DATE - 67 64P. PMM
COLLECTION; REVISED EDITION

DESCRIPTORS - CAREER EDUCATION; INSTRUCTIONAL MATERIALS; SECONDARY GRADES; *OCCUPATIONAL GUIDANCE; VOCATIONAL EDUCATION; TECHNICAL EDUCATION; RESOURCE GUIDES; EMPLOYMENT INTERVIEWS; *STUDENT ATTITUDES; INDIVIDUAL CHARACTERISTICS; JOB MARKET; GUIDANCE; *TEACHING GUIDES; *STUDY GUIDES; *SELF EVALUATION
IDENTIFIERS - SELF AWARENESS; *CAREER AWARENESS

ABSTRACT - THIS GUIDEBOOK IS DESIGNED FOR USE BY STUDENTS IN GRADES 7 THROUGH 9 AND OTHERS CONCERNED ABOUT THEIR FUTURE CAREERS WHO WISH TO MAKE PLANS FOR AN ORDERLY, INTELLIGENT PREPARATION FOR ENTRANCE UPON THEIR LIFE WORK. IT CONTAINS SECTIONS THAT HELP THE USERS DELVE MORE DEEPLY INTO THEIR PERSONAL ATTITUDES, CHARACTERISTICS, AND BEHAVIOR. IN ADDITION, AN EFFORT HAS BEEN MADE TO PROVIDE MORE HELP TO EACH STUDENT IN PREPARING HIMSELF FOR A CAREER BY INCLUDING MORE EXTENSIVE INFORMATION ABOUT THE JOB MARKET AND SUGGESTIONS FOR CONDUCTING ONESELF IN AN INTERVIEW SITUATION. THE LANGUAGE IS SOMEWHAT MATURE, BUT THIS SHOULD NOT BE A DETERRENT TO EFFECTIVE USE OF THE MATERIAL BY A YOUNG PERSON; RATHER IT SHOULD PROVIDE THE KIND OF CHALLENGE NEEDED IN THIS TIME OF RAPID AND SIGNIFICANT CHANGE. (PM)

VT 017 267
SUPER, DONALD E.;BOHN, MARTIN J., JR.
OCCUPATIONAL PSYCHOLOGY. BEHAVIORAL SCIENCE IN INDUSTRY SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.
1308-06884
WADSWORTH PUBLISHING CO. INC.,
BELMONT, CA 94002
PUB DATE - 70 209P. PMM
COLLECTION

DESCRIPTORS - PROFESSIONAL PERSONNEL; PROFESSIONAL EDUCATION; *RESOURCE MATERIALS; BIBLIOGRAPHIC CITATIONS; OCCUPATIONAL GUIDANCE; *BEHAVIORAL SCIENCES; PSYCHOLOGICAL EVALUATION; PSYCHOLOGICAL PATTERNS; *WORK ATTITUDES; *VOCATIONAL

COUNSELING; *OCCUPATIONAL GUIDANCE; INDIVIDUAL DIFFERENCES; PSYCHOLOGY; CAREERS

ABSTRACT - THIS BOOK BRINGS TOGETHER INFORMATION WHICH PSYCHOLOGISTS HAVE LEARNED ABOUT OCCUPATIONS AND CAREERS, AND IS DIRECTED TOWARD AN UNDERGRADUATE PROFESSIONAL EDUCATION CURRICULUM. THE EMPHASIS IS UPON REVEALING A BEHAVIORAL AND OCCUPATIONAL PSYCHOLOGY AS A SCIENCE. SOME SECTIONS IN THE BOOK DEAL WITH "WHAT IS OCCUPATIONAL PSYCHOLOGY?", "INDIVIDUAL DIFFERENCES", "PSYCHOLOGICAL BASIS OF THE DIVISION OF LABOR", "CAREER DEVELOPMENT", AND "VOCATIONAL GUIDANCE AND COUNSELING". THE CONCERN OF THE BOOK IS TO EXAMINE THE CONCEPT OF CAREERS AND THE IMPORTANCE OF A DEVELOPMENTAL APPROACH TO OCCUPATIONAL PSYCHOLOGY AS WELL AS A DIFFERENTIAL APPROACH--LEADING TO KNOWLEDGE NOT ONLY OF MATCHING MEN AND JOBS, BUT TO AN UNDERSTANDING THAT HELPS IN GUIDING HUMAN DEVELOPMENT AND FACILITATING SELF-ACTUALIZATION. APPLICATIONS OF OCCUPATIONAL PSYCHOLOGY ARE CONSIDERED IN TERMS OF PERSONNEL WORK AND VOCATIONAL COUNSELING IN INDUSTRIAL AND EDUCATIONAL INSTITUTIONS. (PM)

VT 017 286
IRITANI, CHIKA A.
I KNOW A BAKER. A COMMUNITY HELPER BOOK.

5017-03014
G.P. PUTNAM'S SONS, 210 MADISON AVE., NEW YORK, NY 10016
PUB DATE - 69 47P. PMM COLLECTION

DESCRIPTORS - *SUPPLEMENTARY READING MATERIALS; CAREER EDUCATION; *OCCUPATIONAL INFORMATION; PRIMARY GRADES; FOOD SERVICE; *FOOD SERVICE OCCUPATIONS; FOOD SERVICE INDUSTRY; *FOOD SERVICE WORKERS
IDENTIFIERS - CAREER AWARENESS; *ATTITUDES APPRECIATIONS

ABSTRACT - THIS SUPPLEMENTARY READING TEXT FOR PRIMARY GRADE STUDENTS FOCUSES ON THE OCCUPATION OF PASTRY BAKER. OCCUPATIONAL PERSPECTIVES ARE PRESENTED IN A STORY FORMAT, AND THE BOOK MAY BE USED FOR CAREER EDUCATION OR AS SUPPLEMENTARY GUIDANCE READING FOR YOUNG CHILDREN. (PM)

VT 017 299
MEAD, MARGARET
ANTHROPOLOGISTS AND WHAT THEY DO.

DOCUMENT NOT AVAILABLE FROM EDRS.
5017-03149
E.M. HALE & CO., PUBS., 1201 S. HASTINGS WAY, EAU CLAIRE, WI 54701
PUB DATE - 65 205P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; INSTRUCTIONAL MATERIALS; ELEMENTARY GRADES; SECONDARY GRADES; SOCIAL SCIENCES; *GUIDANCE; BIBLIOGRAPHIES; *MUSEUMS; *ANTHROPOLOGY; HUMAN GEOGRAPHY; *SOCIAL STUDIES; OCCUPATIONAL INFORMATION; CAREER OPPORTUNITIES
IDENTIFIERS - ATTITUDES APPRECIATIONS; EDUCATIONAL AWARENESS; *CAREER AWARENESS

ABSTRACT - THIS TEXT, WRITTEN FOR GRADES 6 THROUGH 9, CONSISTS OF QUESTIONS AND ANSWERS FROM SOME OF THE BEST-KNOWN WORKING ANTHROPOLOGISTS. THE ANTHROPOLOGIST PREFERS TO LIVE WITH PRESENT-DAY PEOPLE AND OBSERVE THEM IN THEIR NATURAL SETTINGS RATHER THAN RECORD HOW PRIMITIVE PEOPLE WORKED AND LIVED. SINCE ANTHROPOLOGISTS RECORD EVERYTHING ABOUT PEOPLE--THEIR RELIGIONS, CUSTOMS, TASTES, AND INTERESTS, AND SINCE IT IS IMPOSSIBLE TO TAKE EVERYONE ON A FIELD TRIP, THE AUTHOR HAS USED AS HER DEVICE IN THIS BOOK A SERIES OF INTERVIEWS ABOUT WHAT MUSEUM CURATORS DO. (PM)

VT 017 317
MITCHELL, BARBARA
LET'S GO TO THE PEACE CORPS. LET'S GO SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.
5017-03065

G.P. PUTNAM'S SONS, 210 MADISON AVE., NEW YORK, NY 10016
PUB DATE - 68 48P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; SUPPLEMENTARY READING MATERIALS; ELEMENTARY GRADES; SERVICES; PEACE; *GOVERNMENT EMPLOYEES; FOREIGN RELATIONS; DEVELOPING NATIONS; TECHNICAL ASSISTANCE; *TEACHING; STORY READING; *HUMAN RELATIONS; *FOREIGN COUNTRIES; *OCCUPATIONAL INFORMATION
IDENTIFIERS - CAREER AWARENESS; ATTITUDES APPRECIATIONS; EDUCATIONAL AWARENESS; *PEACE CORPS (THE)

ABSTRACT - THIS BRIEF, ATTRACTIVELY ILLUSTRATED BOOK INTRODUCES ELEMENTARY SCHOOL CHILDREN TO THE PEACE CORPS AND TO THE TRAINING REQUIRED TO BECOME A PEACE CORPS VOLUNTEER IN THE PHILIPPINES. A MAP OF THE PHILIPPINES IS INCLUDED ALONG WITH A GOOD DEAL OF INCIDENTAL INFORMATION ABOUT THE PEOPLE AND CULTURE OF THE ISLANDS. SEVERAL FILIPINO WORDS APPEAR IN THE TEXT AND ARE INCLUDED IN A GLOSSARY AT THE END OF THE BOOK. A LIST OF SUGGESTED ACTIVITIES AND A BIBLIOGRAPHY OF OTHER BOOKS ABOUT THE PEACE CORPS ARE INCLUDED. (PM)

VT 017 405
FINDING AND HOLDING A JOB. PREVOCATIONAL SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.
1593-09592
LITTON EDUCATIONAL PUB., INC., DIV. OF LITTON INDUSTRIES, 450 W. 33 ST., NEW YORK, NY 10001
PUB DATE - 70 52P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; SECONDARY GRADES; *PROGRAMED INSTRUCTION; INDEPENDENT STUDY; PROBLEM SOLVING; SELF EVALUATION; CAREER PLANNING; *JOB APPLICANTS; EMPLOYMENT INTERVIEWS; *TASK PERFORMANCE; *WORK ATTITUDES; EMPLOYMENT QUALIFICATIONS; PERFORMANCE
IDENTIFIERS - SELF AWARENESS; EMPLOYMENT SKILLS

ABSTRACT - THIS PROGRAMED STUDENT WORKBOOK FOR GRADES 8 THROUGH 10, COVERS SOURCES FOR FINDING A JOB, JOB INTERVIEWS AND HOLDING A JOB. THE SUBJECT MATTER IS ORGANIZED IN SMALL SEQUENTIAL STEPS AND THE STUDENT IS QUESTIONED AFTER EACH STEP. A TEST IS GIVEN AT THE END OF THE BOOK TO MEASURE THE STUDENT'S ACCOMPLISHMENT OF THE LEARNING OBJECTIVES. (PM)

VT 017 426
SCHREIBER, FLORA RHETA
A JOB WITH A FUTURE IN LAW ENFORCEMENT AND RELATED FIELDS. JOBS WITH A FUTURE SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.
5017-03173
GROSSET & DUNLAP, INC., SUBS. OF NATIONAL GENERAL CORP., 51 MADISON AVE., NEW YORK, NY 10010
PUB DATE - 70 128P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; INSTRUCTIONAL MATERIALS; SUPPLEMENTARY READING MATERIALS; SECONDARY GRADES; POST SECONDARY EDUCATION; HUMAN SERVICES; *LAW ENFORCEMENT; *POLICE; *GOVERNMENT EMPLOYEES; *CRIME; CRIMINOLOGY; CORRECTIONAL EDUCATION; CORRECTIVE INSTITUTIONS; OCCUPATIONAL INFORMATION; OCCUPATIONAL GUIDANCE
IDENTIFIERS - EDUCATIONAL AWARENESS; *CAREER AWARENESS

ABSTRACT - PART OF THE GROSSET AND DUNLAP JOBS WITH A FUTURE SERIES, THIS BOOK WAS WRITTEN BY THE DIRECTOR OF PUBLIC RELATIONS AT JOHN JAY COLLEGE OF CRIMINAL JUSTICE IN NEW YORK FOR YOUNG PEOPLE WITH OR WITHOUT A HIGH SCHOOL DIPLOMA WHO ARE LOOKING FOR CAREER OPPORTUNITIES. POLICE WORK AT THE CITY, STATE, AND FEDERAL LEVELS, AND THE EMERGING ROLE OF WOMEN IN LAW ENFORCEMENT ARE DISCUSSED. FIELDS RELATED TO POLICE WORK ARE THOSE OF FORENSIC SCIENCE AND CRIME LABORATORY WORK, JUDICIAL COURT OFFICERS AND CLERKS, CORRECTIONAL OFFICERS, NARCOTICS

REHABILITATION OFFICERS, AND PAROLE AND PROBATION OFFICERS. A BRIEF SURVEY OF THE FUTURE OF LAW ENFORCEMENT IS INCLUDED. THE TEXT IS ILLUSTRATED WITH BLACK AND WHITE PHOTOGRAPHS. (PM)

VT 017 469 ED 069 876
MAGER, ROBERT F.;BEACH, KENNETH M., JR.
DEVELOPING VOCATIONAL INSTRUCTION.

DOCUMENT NOT AVAILABLE FROM EDRS.
1762-06409
FEARON PUBLISHERS/LEAR SIEGLER
INC., EDUCATION DIVISION, 6 DAVIS
DRIVE, BELMONT, CA 94002
PUB DATE - 67 83P. PMM
COLLECTION

DESCRIPTORS - CAREER EDUCATION; *STAFF IMPROVEMENT; *COURSE OBJECTIVES; *COURSE ORGANIZATION; INSTRUCTIONAL MATERIALS; MEASUREMENT INSTRUMENTS; *PROGRAM PLANNING; LESSON PLANS; TASK ANALYSIS; COURSE EVALUATION; VOCATIONAL EDUCATION TEACHERS; *TEACHER EDUCATION

ABSTRACT - THIS BOOK IS DESIGNED TO HELP DEVELOP INSTRUCTION IN A VOCATIONAL OR TECHNICAL FIELD, ACCORDING TO PROCEDURES DEVELOPED IN THE RESEARCH LABORATORY AND TESTED IN THE CLASSROOM. THE STEPS INVOLVED IN PREPARING INSTRUCTION THAT CAN BE DEMONOSTRATED TO FACILITATE LEARNING ARE DESCRIBED. THE MAIN GOAL OF THE BOOK IS TO DESCRIBE THE STEPS THAT MUST BE CARRIED OUT IF ONE IS TO BECOME AS EXPERT IN THE SKILL OF SYSTEMATIC COURSE DEVELOPMENT AS HE IS IN THE PRACTICE OF HIS OWN VOCATION OR TECHNICAL SPECIALTY. INCLUDED IS A LIST OF SOURCES OF INSTRUCTIONAL MATERIALS. (PM)

VT 017 472
KAHN, CHARLES H., AND OTHERS
GOING PLACES WITH YOUR PERSONALITY; A GUIDE TO SUCCESSFUL LIVING. PACEMAKER BOOKS.

DOCUMENT NOT AVAILABLE FROM EDRS.
1762-06412
FEARON PUBLISHERS/LEAR SIEGLER,
INC., EDUCATION DIVISION, 6 DAVIS
DRIVE, BELMONT, CA 94002
PUB DATE - 71 52P. PMM
COLLECTION

DESCRIPTORS - INSTRUCTIONAL MATERIALS; READING MATERIALS; *WORKBOOKS; *TEACHING GUIDES; CAREER EDUCATION; *VOCATIONAL GUIDANCE; SECONDARY GRADES; RESOURCE MATERIALS; *PERSONALITY ASSESSMENT; PERSONALITY DEVELOPMENT; *SPECIAL EDUCATION; PERSONAL VALUES; DECISION MAKING
IDENTIFIERS - *SELF AWARENESS; CAREER AWARENESS

ABSTRACT - THIS TEXTBOOK-WORKBOOK HAS BEEN DESIGNED FOR USE BY HIGH SCHOOL SPECIAL EDUCATION STUDENTS. THE BOOK ATTEMPTS TO FOCUS THE STUDENTS' ATTENTION ON SOME IMPORTANT PERSONAL ATTITUDES AND HABITS THAT CAN MAKE THEIR LIVES MORE SUCCESSFUL. A TEACHER'S GUIDE IS INCLUDED AND BOUND SEPARATELY. (PM)

VT 017 473
RANDALL, FLORENCE
GETTING A JOB. PACEMAKER BOOKS.

DOCUMENT NOT AVAILABLE FROM EDRS.
1762-06411
FEARON PUBLISHERS/LEAR SIEGLER,
INC., EDUCATION DIVISION, 6 DAVIS
DRIVE, BELMONT, CA 94002
PUB DATE - 68 90P. PMM
COLLECTION

DESCRIPTORS - *TEACHING GUIDES; READING MATERIALS; RESOURCE MATERIALS; *INSTRUCTIONAL MATERIALS; CAREER EDUCATION; *STUDY GUIDES; *VOCATIONAL GUIDANCE; SECONDARY GRADES; EMPLOYMENT INTERVIEWS; *SPECIAL EDUCATION; BIBLIOGRAPHIES; EMPLOYMENT OPPORTUNITIES
IDENTIFIERS - EDUCATIONAL AWARENESS; *CAREER AWARENESS; EMPLOYMENT SKILLS

ABSTRACT - THIS TEXTBOOK-WORKBOOK FOR SPECIAL EDUCATION STUDENTS IN GRADES 10, 11, AND 12 INTRODUCES THE STUDENT TO OCCUPATIONS OPEN TO HIM. THE READING LEVEL HAS BEEN

KEPT AS LOW AS POSSIBLE WITHOUT CRIPPLING THE EFFECTIVENESS OF THE TEXT. THE BOOK REQUIRES CONSIDERABLE GUIDANCE AND SUPPLEMENTAL MATERIALS. A TEACHING GUIDE WITH FURTHER REFERENCES TO FILMS, RECORDS AND OUTSIDE READINGS IS INCLUDED. (PM)

VT 017 474
BREITHAUPT, HERMAN A.
HOW WE STARTED STUDENTS ON SUCCESSFUL FOODSERVICE CAREERS. CHEF HERMAN'S STORY.

DOCUMENT NOT AVAILABLE FROM EDRS.
1786-09721
CAHNER'S PUBLISHING CO., INC., 221 COLUMBUS AVE., BOSTON, MA 02116
PUB DATE - 72 241P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; INSTRUCTIONAL MATERIALS; SECONDARY GRADES; POST SECONDARY EDUCATION; *OCCUPATIONAL HOME ECONOMICS; INDEPENDENT STUDY; GROUP DISCUSSION; *FOOD SERVICE OCCUPATIONS; *FOOD SERVICE INDUSTRY; SERVICE OCCUPATIONS; *FOOD SERVICE WORKERS; *OCCUPATIONAL INFORMATION
IDENTIFIERS - *CAREER AWARENESS; ATTITUDES APPRECIATIONS

ABSTRACT - WRITTEN FOR STUDENTS IN GRADES 10, 11, 12, AND POST-SECONDARY EDUCATION, THIS TEXT FOCUSES ON THE INTER-RELATIONSHIP OF EVENTS AND PHILOSOPHY INVOLVED IN THE ESTABLISHMENT AND SUBSEQUENT DEVELOPMENT OF AMERICA'S FIRST PUBLIC HIGH SCHOOL PROGRAM IN COMMERCIAL FOODS. IT IS INTENDED TO ILLUSTRATE THE EFFECTIVENESS OF SUCH A TRAINING PROGRAM AND THE NEED FOR OBTAINING ADDITIONAL FORMAL TRAINING BEYOND HIGH SCHOOL. THIS BOOK SHOULD BE OF VALUE AND INTEREST TO STUDENTS AND PARENTS OF STUDENTS WHO ARE CONSIDERING CAREERS IN THE COMMERCIAL FOOD INDUSTRY AND TO INDIVIDUALS AND ORGANIZATIONS WITHIN THE FOODSERVICE/LODGING INDUSTRY. (PM)

VT 017 476
HISERODT, DONALD D.
PSYCHOLOGY AND HUMAN RELATIONS IN MARKETING. OCCUPATIONAL MANUALS AND PROJECTS IN MARKETING.

DOCUMENT NOT AVAILABLE FROM EDRS.
1570-04479
MCGRAW-HILL BOOK CO., 330 W. 42 ST., NEW YORK, NY 10036
PUB DATE - 69 127P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; INSTRUCTIONAL MATERIALS; TEACHING GUIDES; *DISTRIBUTIVE EDUCATION; SECONDARY GRADES; *STUDY GUIDES; *MARKETING; *HUMAN RELATIONS; *EMPLOYER EMPLOYEE RELATIONSHIP; EMPLOYEE ATTITUDES; EMPLOYER ATTITUDES; SOCIAL PSYCHOLOGY; ORGANIZATIONS (GROUPS); INFORMAL ORGANIZATIONS
IDENTIFIERS - BEGINNING COMPETENCE; DECISIONS; SELF AWARENESS

ABSTRACT - THIS MANUAL WILL HELP THE DISTRIBUTIVE EDUCATION STUDENT IN GRADES 10 THROUGH 12 TO UNDERSTAND HIMSELF, HIS EMPLOYER, HIS CO-WORKERS, AND HIS CUSTOMERS. THE TEXT, ACTIVITIES, AND PROJECTS ARE DESIGNED TO DEVELOP THE JUDGMENT SKILLS THAT ARE NECESSARY IN THE HUMAN RELATIONS SITUATIONS THE STUDENT WILL ENCOUNTER IN A MARKETING JOB. THE MANUAL EXAMINES HUMAN RELATIONS IN A BUSINESS SETTING AND EMPHASIZES THAT A BUSINESS SETTING REQUIRES DIFFERENT HUMAN RELATIONS SKILLS THAN EVERYDAY PERSONAL CONTACTS DO. THE EMPLOYER-EMPLOYEE RELATIONSHIP IS THOROUGHLY EXAMINED TO CREATE AN AWARENESS OF THE CONTRIBUTIONS OF BOTH THE EMPLOYER AND THE EMPLOYEE TO THE RELATIONSHIP AS WELL AS THE BENEFITS RECEIVED BY EACH. A VARIETY OF ILLUSTRATIONS WERE DEVELOPED SPECIFICALLY FOR THIS MANUAL. (PM)

VT 017 517
BROOKS, W. KENT, AND OTHERS
ROLES AND PURPOSES OF HOME ECONOMICS EDUCATION WITHIN THE TOTAL SCOPE OF VOCATIONAL EDUCATION (PROFESSOR'S SECTION).

OHIO STATE UNIV., COLUMBUS. CENTER

FOR VOCATIONAL AND TECHNICAL
EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 15MAR72 12P.

DESCRIPTORS - *HOME ECONOMICS EDUCATION; *VOCATIONAL EDUCATION; TEACHING PROCEDURES; *BEHAVIORAL OBJECTIVES; STUDENT EVALUATION; TESTING; *UNIT PLAN; OCCUPATIONAL HOME ECONOMICS
IDENTIFIERS - CAREER AWARENESS; *UNIPACS

ABSTRACT - THIS INSTRUCTIONAL PACKET PROVIDES AN INTRODUCTION TO HOME ECONOMICS EDUCATION FOR THE USE OF INSTRUCTORS OF VOCATIONAL LEARNERS WHO HAVE VARYING BACKGROUNDS IN THE SUBJECT AREA. OVER 20 BEHAVIORAL OBJECTIVES FOR THE 10-WEEK COURSE OF STUDY DEFINE THE ABILITIES AND INSIGHTS EXPECTED OF THE STUDENTS AND RANGE FROM RESEARCHING THE LITERATURE OF THE FIELD TO AN APPRAISAL OF SOCIETAL FORCES THAT COULD MOLD THE FUTURE CURRICULUM NEEDS IN THE AREA OF VOCATIONAL HOME ECONOMICS EDUCATION. EQUIPMENT NEEDED FOR THE TEACHING UNIT IS LISTED AND INSTRUCTIONS FOR EVALUATIONS ARE GIVEN. (MU)

VT 017 522
"CAREER AWARENESS" IN THE ELEMENTARY GRADES. INSTRUCTIONAL TELEVISION TEACHER'S GUIDE FOR GRADES FOUR, FIVE AND SIX.

MEMPHIS CITY SCHOOL SYSTEM, TENN. DEPT. OF INSTRUCTION.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 72 267P.

DESCRIPTORS - *TEACHING GUIDES; *CAREER EDUCATION; *OCCUPATIONAL CLUSTERS; *INTEGRATED CURRICULUM; BUILDING TRADES; MASS MEDIA; BUSINESS; HEALTH OCCUPATIONS; INDUSTRIAL PERSONNEL; TRANSPORTATION; HOME MANAGEMENT; MARKETING; *INSTRUCTIONAL TELEVISION
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS TEACHER'S GUIDE FOR INSTRUCTIONAL TELEVISION, PREPARED BY THE MEMPHIS CITY SCHOOL SYSTEM, IS PRIMARILY CONCERNED WITH HELPING THE TEACHER INTRODUCE ELEMENTARY CHILDREN TO THE WORLD OF WORK. IT IS DESIGNED TO FAMILIARIZE STUDENTS WITH CLUSTERS OF OCCUPATIONS, THE TITLES OF VARIOUS JOBS, AND THE TOOLS GENERALLY ASSOCIATED WITH EACH WORKER. THE PROJECT WAS DEVELOPED AROUND THE CONCEPT THAT THERE IS DIGNITY AND SATISFACTION IN WORKING. TO ACHIEVE THIS GOAL, THE GUIDE IS ORGANIZED ACCORDING TO A 3-FOLD APPROACH: CLASSROOM PREPARATION FOR THE TELECAST LESSON, THE LESSON ITSELF, INCLUDING DISCUSSION AND QUESTIONS, AND THE FOLLOW-UP CLASSROOM ACTIVITIES. NUMEROUS OCCUPATIONS ARE PRESENTED INCLUDING THE FOLLOWING: CONSTRUCTION, COMMUNICATIONS, BUSINESS, HEALTH, INDUSTRIAL, TRANSPORTATION, PUBLIC SERVICES, HOMEMAKING, AND MARKETING OCCUPATIONS. FOR EACH OCCUPATIONAL CLUSTER CLASSROOM PREPARATION INCLUDES WORKING WITH VOCABULARY WORDS, DISPLAYING POSTERS OF WORKERS, COMPLETING MATH AND SCIENCE PROBLEMS, AND GENERAL PREPARATION FOR THE TELECAST. (AUTHORS/DL)

VT 017 524
RESOURCE UNIT FOR FAMILY LIFE EDUCATION, LEVEL 5. LEARNING MORE ABOUT HUMAN GROWTH AND DEVELOPMENT. SUPPLEMENT TO THE CURRICULUM GUIDE FOR SCIENCE, GRADES 4-5-6.

CHICAGO BOARD OF EDUCATION, ILL.
MF AVAILABLE IN VT-ERIC SET.
CITY OF CHICAGO, BOARD OF EDUCATION, 228 NORTH LASALLE STREET, CHICAGO, IL 60601 ($1.00)
PUB DATE - 70 33P.

DESCRIPTORS - *RESOURCE UNITS; RESOURCE MATERIALS; *FAMILY LIFE EDUCATION; EDUCATIONAL PROGRAMS; *HUMAN DEVELOPMENT; GROWTH PATTERNS; HUMAN BODY; *ELEMENTARY SCHOOL CURRICULUM; *GRADE 5
IDENTIFIERS - CHICAGO

ABSTRACT - A SUPPLEMENT TO THE

SCIENCE CURRICULUM GUIDE FOR GRADES 4 THROUGH 6 IN THE CHICAGO CITY SCHOOLS, THIS RESOURCE UNIT IS DESIGNED TO HELP CHILDREN UNDERSTAND AND APPRECIATE THE PHYSICAL, EMOTIONAL, AND SOCIAL ASPECTS OF HUMAN GROWTH AND DEVELOPMENT WITH PARTICULAR EMPHASIS UPON AREAS RELATED TO SEXUALITY AND FAMILY RELATIONSHIPS. IT IS DESIGNED FOR INSTRUCTION AT THE GRADE 5 LEVEL AND CONTAINS A UNIT PREVIEW, REFERENCES, VOCABULARY WORDS, CONCEPTS AND CONTENT TO BE EMPHASIZED, SUGGESTED ACTIVITIES, AND A LIST OF APPROPRIATE RESOURCE MATERIALS. TO FACILITATE COMPREHENSION, A PROGRAM OVERVIEW IS PRESENTED AS WELL AS GENERAL GOALS, OBJECTIVES AND GUIDELINES FOR TEACHING FAMILY LIFE EDUCATION. (SN)

VT 017 525
RESOURCE UNIT FOR FAMILY LIFE EDUCATION, LEVEL 10. DEVELOPING AN UNDERSTANDING OF THE CONTINUITY OF LIFE: HUMAN REPRODUCTION. SUPPLEMENT TO THE CURRICULUM GUIDE FOR SCIENCE BIOLOGY FOR THE SECONDARY SCHOOLS.

CHICAGO BOARD OF EDUCATION, ILL.
MF AVAILABLE IN VT-ERIC SET.
CITY OF CHICAGO, BOARD OF EDUCATION, 228 NORTH LASALLE STREET, CHICAGO, IL 60601 ($1.00)
PUB DATE - 70 50P.

DESCRIPTORS - *RESOURCE UNITS; *FAMILY LIFE EDUCATION; COURSE CONTENT; SECONDARY GRADES; *REPRODUCTION (BIOLOGY); *BIOLOGICAL SCIENCES; CURRICULUM ENRICHMENT; *SUPPLEMENTARY READING MATERIALS

ABSTRACT - DESIGNED FOR INSTRUCTION AT LEVEL 10, THIS FAMILY LIFE EDUCATION RESOURCE UNIT IS A SUPPLEMENT TO THE SECONDARY SCIENCE CURRICULUM GUIDE DEVELOPED FOR THE CHICAGO CITY SCHOOLS. FOCUSED ON THE SUBJECT OF HUMAN REPRODUCTION, AN ATTEMPT IS MADE TO COMPARE AND CONTRAST THE REPRODUCTIVE PATTERNS OF MAN WITH THAT OF OTHER MAMMALS. KEY CONCEPTS, VOCABULARLY WORDS AND SUCH SUPPORT MATERIALS AS MEDIA AIDS, AND CLASS ACTIVITIES ARE PRESENTED TO FACILITATE INSTRUCTION. TO ENHANCE FURTHER COMPREHENSION ON THE PART OF THE TEACHER, AN OVERVIEW OF THE ENTIRE FAMILY LIFE EDUCATION CURRICULUM IS INCLUDED AS WELL AS THE GENERAL GOALS AND OBJECTIVES OF THE COURSE. REFERENCES AND AUDIO VISUAL AIDS SUPPLEMENT THE UNIT GUIDE. (SN)

VT 017 526
RESOURCE UNIT FOR FAMILY LIFE EDUCATION, LEVEL 9. MY HEALTH PROBLEMS--GROWING UP. SUPPLEMENT TO THE CURRICULUM GUIDE FOR HEALTH AND SAFETY EDUCATION GRADES 9-12.

CHICAGO BOARD OF EDUCATION, ILL.
MF AVAILABLE IN VT-ERIC SET.
CITY OF CHICAGO, BOARD OF EDUCATION, 228 NORTH LASALLE STREET, CHICAGO, IL 60601 ($1.00)
PUB DATE - 70 40P.

DESCRIPTORS - *RESOURCE UNITS; *FAMILY LIFE EDUCATION; HEALTH EDUCATION; *HIGH SCHOOL CURRICULUM; COURSE CONTENT; *PERSONAL GROWTH; MATURATION; HUMAN DEVELOPMENT; ADOLESCENCE

ABSTRACT - A SUPPLEMENT TO THE HEALTH AND SAFETY EDUCATION CURRICULUM GUIDE FOR GRADES 9-12 IN THE CHICAGO CITY SCHOOLS, THIS FAMILY LIFE EDUCATION RESOURCE UNIT WAS DESIGNED FOR INSTRUCTION AT LEVEL 7. FOCUSED ON THE TOPIC, "MY HEALTH PROBLEMS-GROWING UP," IT CONTAINS AN INSTRUCTIONAL OUTLINE OF SUBJECT MATTER WITH GENERAL COMMENTS ABOUT THE UNIT, SPECIFIC GOALS, KEY CONCEPTS TO BE PRESENTED, VOCABULARY WORDS, AND SUGGESTED ACTIVITIES AND MATERIALS WHICH MIGHT BE USED. TO FURTHER FACILITATE INSTRUCTIONAL COMPREHENSION, OVERALL GOALS AND OBJECTIVES OF THE COURSE ARE INCLUDED AS WELL AS AN OVERVIEW OF THE ENTIRE FAMILY LIFE EDUCATION CURRICULUM. COVERED ARE: ADOLESCENCE, HUMAN REPRODUCTION, HEREDITARY INFLUENCES, AND SOCIAL RELATIONSHIPS. A BIBLIOGRAPHIC REFERENCE OF BOOKS, PAMPHLETS, FILMS AND OTHER MEDIA FOR USE BY THE INSTRUCTOR AND STUDENTS ARE PROVIDED. (SN)

VT 017 527
RESOURCE UNIT FOR FAMILY LIFE EDUCATION, LEVEL 7. FINDING OUT ABOUT THE CAUSE AND PREVENTION OF COMMUNICABLE DISEASES. SUPPLEMENT TO THE CURRICULUM GUIDE FOR SCIENCE, GRADES 7 AND 8.

CHICAGO BOARD OF EDUCATION, ILL.
MF AVAILABLE IN VT-ERIC SET.
CITY OF CHICAGO, BOARD OF EDUCATION, 228 NORTH LASALLE STREET, CHICAGO, IL 60601 ($1.00)
PUB DATE - 70 25P.

DESCRIPTORS - *RESOURCE UNITS; *UNIT PLAN; *FAMILY LIFE EDUCATION; GRADE 7; GRADE 8; *COMMUNICABLE DISEASES; DISEASE CONTROL; *SUPPLEMENTARY READING MATERIALS; CURRICULUM ENRICHMENT

ABSTRACT - A SUPPLEMENT TO THE SCIENCE CURRICULUM FOR GRADES 7 AND 8 IN THE CHICAGO CITY SCHOOLS, THIS FAMILY LIFE EDUCATION RESOURCE UNIT FOCUSES ON THE CAUSES OF COMMUNICABLE DISEASES AND METHODS OF PREVENTING THEIR OCCURRENCE. DESIGNED FOR INSTRUCTION AT LEVEL 7, THIS UNIT CONTAINS A CURRICULUM OVERVIEW OF THE PROGRAM AND OUTLINES ITS GOALS AND OBJECTIVES. TO FACILITATE INSTRUCTION OF THE UNIT, KEY CONCEPTS, VOCABULARY WORDS, ACTIVITIES AND SUGGESTED MATERIALS TO BE USED ARE PRESENTED. CONTENT TO BE COVERED INCLUDE: (1) DISEASES WHICH OCCUR DURING THE VARIOUS STATES OF GROWTH IN EARLY SCHOOL-AGE CHILDREN, AND ADOLESCENTS, (2) BACTERIA AND VIRUS CAUSED DISEASES, AND (3) THE RESPONSIBILITY OF INDIVIDUALS TO SAFEGUARD THE HEALTH OF OTHERS. REFERENCES FOR USE BY THE TEACHER AND PUPILS ARE INCLUDED. (SN)

VT 017 535
HENRIOD, LORRAINE
I KNOW A GROCER. A COMMUNITY HELPER BOOK.

DOCUMENT NOT AVAILABLE FROM EDRS.
5017-03021
G.P. PUTNAM'S & SONS, 210 MADISON AVE., NEW YORK, NEW YORK 10016
PUB DATE - 70 47P. PMM COLLECTION

DESCRIPTORS - *CAREER EDUCATION; INSTRUCTIONAL MATERIALS; GRADE 1; GRADE 2; SERVICES; *FOOD STORES; CONSUMER EDUCATION; *MARKETING; *RETAILING; *OCCUPATIONAL INFORMATION; READING MATERIALS
IDENTIFIERS - CAREER AWARENESS; *ECONOMIC AWARENESS

ABSTRACT - DIRECTED AT BEGINNING READERS THIS BOOK DESCRIBES THE EXPERIENCES OF TWO CHILDREN WHO ARE SHOPPING FOR THEIR MOTHER FOR THE FIRST TIME ALONE. THE CHILDREN LEARN ABOUT THE PROCESS OF FOOD DISTRIBUTION FROM THE WHOLESALER TO THE CONSUMER. THE STORE MANAGER DESCRIBES HIS PROBLEMS OF MEETING DEMANDS WHILE STOCKING FOODS THAT WILL SELL. THE CHILDREN LEARN THAT THE FOODS AND PRODUCTS THEY SEE COME TO THE STORE FROM A WIDE VARIETY OF SOURCES IN A NUMBER OF DIFFERENT TYPES OF TRUCKS AND SHIPPING DEVICES. A BRIEF GLOSSARY IS INCLUDED TO REVIEW NEW WORDS. THE BOOK IS ILLUSTRATED WITH BLACK AND WHITE DRAWINGS. (PM)

VT 017 540
ASHLEY, ROBERTA
101 SUMMER JOBS.

DOCUMENT NOT AVAILABLE FROM EDRS.
5017-03184
E.M. HALE, PUBS., 1201 S. HASTINGS WAY, EAU CLAIRE, WI 54701
PUB DATE - 70 160P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; INSTRUCTIONAL MATERIALS; SECONDARY EDUCATION; *OCCUPATIONAL INFORMATION; *EMPLOYMENT OPPORTUNITIES; YOUTH EMPLOYMENT; *STUDENT EMPLOYMENT; *PART TIME JOBS; JOB APPLICATION
IDENTIFIERS - *CAREER AWARENESS; EMPLOYMENT SKILLS; ATTITUDES APPRECIATIONS

ABSTRACT - THIS BOOK GIVES

INFORMATION ON THE NUMEROUS SUMMER JOBS AVAILABLE, ADVICE ON HOW TO GET THEM, AND APPLICATION AND INTERVIEW TECHNIQUES. THE MATERIAL IS CLASSIFIED ACCORDING TO JOB TYPES UNDER THREE CATEGORIES: REGULAR JOBS, SEASONAL JOBS, AND SELF-STARTING JOBS. THE NAMES AND ADDRESSES OF THE NATIONAL PARKS ARE PROVIDED. A LIST OF PRIVATE EMPLOYMENT AGENCIES IN THE VARIOUS STATES WHICH HANDLE JOBS SUITABLE FOR YOUNG PEOPLE IS ALSO INCLUDED. (PM)

VT 017 542
NORTON, JOSEPH L., ED.
ON THE JOB.

DOCUMENT NOT AVAILABLE FROM EDRS.
7227-08327
J.G. FERGUSON PUBLISHING CO., SUBS. OF DOUBLEDAY & CO., 6 N. MICHIGAN AVE., CHICAGO, IL 60602
PUB DATE - 70 260P. PMM COLLECTION

DESCRIPTORS - *CAREER EDUCATION; SUPPLEMENTARY TEXTBOOKS; *CAREER OPPORTUNITIES; SECONDARY GRADES; *OCCUPATIONAL INFORMATION; *JOBS; CAREER CHOICE; CAREER PLANNING; *OCCUPATIONAL GUIDANCE; JOB DEVELOPMENT; OCCUPATIONAL ASPIRATION
IDENTIFIERS - SELF AWARENESS; CAREER AWARENESS; *ATTITUDES APPRECIATIONS

ABSTRACT - SIXTY-FIVE PEOPLE TELL WHAT IT'S LIKE ON THEIR JOBS IN THIS SUPPLEMENTARY TEXTBOOK, DESIGNED TO BE USED BY STUDENTS GRADES 8 THROUGH 11 WHO HAVE A NEED FOR BOTH GENERAL AND SPECIFIC CAREER INFORMATION AND FOR SUGGESTED APPROACHES TO EDUCATIONAL AND CAREER PLANNING. IT CAN BE USED IN CONJUNCTION WITH SELF INSTRUCTION OR INDIVIDUAL COUNSELING. MAJOR EMPHASIS IS PLACED ON ATTITUDES AND APPRECIATIONS. (PM)

VT 017 557
RESOURCE UNIT FOR FAMILY LIFE EDUCATION, LEVEL 6. BECOMING AWARE OF THE HEREDITY FACTOR AND ITS INFLUENCE UPON REPRODUCTION. SUPPLEMENT TO THE CURRICULUM GUIDE FOR SCIENCE, GRADES 4-5-6.

CHICAGO BOARD OF EDUCATION, ILL.
MF AVAILABLE IN VT-ERIC SET.
CITY OF CHICAGO, BOARD OF EDUCATION, 228 NORTH LASALLE STREET, CHICAGO, IL 60601 ($1.00)
PUB DATE - 70 28P.

DESCRIPTORS - *RESOURCE UNITS; RESOURCE MATERIALS; *FAMILY LIFE EDUCATION; EDUCATIONAL PROGRAMS; *HEREDITY; PRENATAL INFLUENCES; ANOMALIES; *REPRODUCTION (BIOLOGY); *ELEMENTARY SCHOOL CURRICULUM; GRADE 6
IDENTIFIERS - CHICAGO

ABSTRACT - DESIGNED FOR INCLUSION IN THE FAMILY LIFE EDUCATION PROGRAM AT THE GRADE 6 LEVEL, THIS RESOURCE UNIT IS A SUPPLEMENT TO THE SCIENCE CURRICULUM GUIDE FOR GRADES 4 THROUGH 6 IN THE CHICAGO CITY SCHOOLS. CENTERED AROUND THE TOPIC, "BECOMING AWARE OF THE HEREDITARY FACTOR AND ITS INFLUENCE UPON REPRODUCTION," IT CONTAINS A UNIT PREVIEW, KEY REFERENCES, CONCEPTS, AND CONTENTS TO BE EMPHASIZED, SUGGESTED ACTIVITIES, AND A LIST OF RESOURCE MATERIALS. TO FACILITATE COMPREHENSION, GENERAL GOALS, OBJECTIVES, AND GUIDELINES FOR TEACHING FAMILY LIFE EDUCATION ARE INCLUDED. (SN)

VT 017 571
DARCY, ROBERT L.;POWELL, PHILLIP E.
MANPOWER DEVELOPMENT OPPORTUNITIES IN AMERICAN ECONOMIC LIFE.

MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 251P. REVISED EDITION

DESCRIPTORS - *STUDY GUIDES; *TEXTBOOKS; *OCCUPATIONAL INFORMATION; GRADE 8; *LABOR MARKET; ECONOMICS; TECHNOLOGICAL ADVANCEMENT; MANPOWER UTILIZATION
IDENTIFIERS - ECONOMIC AWARENESS

ABSTRACT - THIS STUDENT TEXT AND ACCOMPANYING STUDY GUIDE ARE DESIGNED TO ACQUAINT EIGHTH GRADE

STUDENTS WITH INFORMATION CONCERNING PRESENT AND FUTURE WORK SITUATIONS. CASE HISTORIES, GRAPHS, LINE DRAWINGS, AND TEXTUAL INFORMATION ARE CONTAINED IN SECTIONS TITLED: (1) THE JOY OF WORK, (THE WORLD OF WORK), (3) BASIC ECONOMIC PRINCIPLES, (4) ECONOMIC VALUE OF EDUCATION, (5) THE MANPOWER MARKET, AND (6) TECHNOLOGICAL CHANGE. (SB)

VT 017 572
ADVISORY COUNCILS ARE ESSENTIAL TO VOCATIONAL EDUCATION PROGRAMS IN NEVADA.

NEVADA STATE DEPT. OF EDUCATION, CARSON CITY. DIV. OF VOCATIONAL-TECHNICAL AND ADULT EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
JON V. KRUG, EXECUTIVE DIRECTOR, NEVADA ADVISORY COUNCIL FOR MANPOWER TRAINING AND CAREER EDUCATION, STATE MAIL ROOM, CARSON CITY, NV 89701 ($1.50)
PUB DATE - JUN67 10P.

DESCRIPTORS - *ADVISORY COMMITTEES; *VOCATIONAL EDUCATION; *PROGRAM PLANNING; EDUCATIONAL PROGRAMS; *PROGRAM ADMINISTRATION; LOCAL ISSUES
IDENTIFIERS - NEVADA; *LOCAL CONTROL

ABSTRACT - REALIZING THE NEED FOR THE DEVELOPMENT OF STRONG, EFFECTIVE ADVISORY COUNCILS AT THE LOCAL LEVEL TO AID IN THE PLANNING AND FUNCTIONAL OPERATION OF VOCATIONAL EDUCATION PROGRAMS SO AS TO KEEP THEM ATTUNED TO THE MANPOWER NEEDS OF THE COUNTRY, THIS BULLETIN, PREPARED BY NEVADA'S STATE DEPARTMENT OF EDUCATION, SETS FORTH SOME ORGANIZATIONAL GUIDELINES AND IMPLEMENTATION PROCEDURES TO HELP IN THE INITIATION PROCESS. TO FURTHER INSURE ITS OPERATION, 14 SUGGESTED OPERATIONAL PRACTICES ARE LISTED. (SN)

VT 017 573
RUTKEVICH, M.N., ED.
THE CAREER PLANS OF YOUTH.

DOCUMENT NOT AVAILABLE FROM EDRS.
INTERNATIONAL ARTS & SCIENCES PRESS, 901 N. BROADWAY, WHITE PLAINS, NY 10603
PUB DATE - 69 158P.

DESCRIPTORS - *CAREER PLANNING; VOCATIONAL DEVELOPMENT; BOOKS; TABLES (DATA); RUSSIAN LITERATURE; *YOUTH; EDUCATION; SOCIAL MOBILITY; OCCUPATIONAL MOBILITY; SOCIOECONOMIC INFLUENCES; STUDENT ROLE; SECONDARY GRADES; *OCCUPATIONAL ASPIRATION; *EDUCATIONAL SOCIOLOGY; *FOREIGN COUNTRIES
IDENTIFIERS - LABOR FORCE PARTICIPATION; *RUSSIA; ECONOMIC AWARENESS; CAREER AWARENESS

ABSTRACT - THIS VOLUME OF ARTICLES PREPARED BY THE PHILOSOPHY DEPARTMENT AND THE SOCIOLOGICAL LABORATORY OF THE URALS STATE UNIVERSITY, PRESENTS THE RESULTS OF A SERIES OF EMPIRICAL STUDIES IN THE GENERAL AREA OF THE SOCIOLOGY OF EDUCATION. THE STUDIES DEAL WITH SUCH SUBJECTS AS THE EDUCATIONAL AND CAREER ASPIRATIONS OF STUDENTS, THEIR ACCESS TO ADVANCED EDUCATION, AND THE EXTENT OF SOCIAL MOBILITY IN SOVIET SOCIETY. AN UNUSUALLY REVEALING FEATURE OF THE STUDIES IS THE FOCUS ON SOCIAL CLASS DIFFERENCES IN ASPIRATION LEVELS, OCCUPATIONAL CHOICES, AND PERCEPTIONS OF ALTERNATIVE WORK CAREERS. THE DATA, PRESENTED IN NUMEROUS TABLES, PROVIDE THE BASIS FOR COMPARISONS WITH WESTERN STUDIES OF CLASS STRUCTURE AND THE SOCIAL MOBILITY IN NON-SOCIALIST INDUSTRIALIZED SOCIETIES. THIS BOOK WAS WRITTEN BY THE DEAN OF THE PHILOSOPHY DEPARTMENT AT URALS STATE UNIVERSITY AND WAS TRANSLATED AND EDITED BY A PROFESSOR OF ECONOMICS AT HOFSTRA UNIVERSITY. (EDITOR/AG)

VT 017 591
BIEGELEISEN, J.I.
CAREERS AND OPPORTUNITIES IN TEACHING.

DOCUMENT NOT AVAILABLE FROM EDRS.
7297-08989

E.P. DUTTON & CO., INC., 201 PARK AVE., S, NEW YORK, NY 10003
PUB DATE - 69 255P. PMM COLLECTION

DESCRIPTORS - EDUCATION; *CAREER OPPORTUNITIES; *TEACHING; APTITUDE TESTS; VOCATIONAL EDUCATION; VOCATIONAL DEVELOPMENT; EMPLOYMENT QUALIFICATIONS; RESOURCE MATERIALS; OCCUPATIONAL GUIDANCE; CAREER PLANNING; BOOKS; *OCCUPATIONAL INFORMATION; *OCCUPATIONAL SURVEYS; BIBLIOGRAPHIES
IDENTIFIERS - CAREER AWARENESS; ECONOMIC AWARENESS

ABSTRACT - AS A BASIC GUIDE FOR THOSE CONSIDERING A CAREER AS A TEACHER, THIS BOOK PROVIDES DETAILED INFORMATION ON CAREER OPPORTUNITIES AND ADVICE ON A WIDE VARIETY OF TEACHING POSITIONS, FROM KINDERGARTEN TO THE UNIVERSITY LEVEL. A SELF-ADMINISTERED 20-QUESTION APTITUDE TEST, AN INDEX, A BIBLIOGRAPHY, A LIST OF ACCREDITED COLLEGES WITH TEACHER EDUCATION PROGRAMS, AND A LIST OF LOW-COST PAMPHLETS ON TEACHING ARE INCLUDED. PHOTOGRAPHS ILLUSTRATE THE TEXT, WHICH WAS DEVELOPED BY AN EDUCATIONAL ADMINISTRATOR. TOPICS COVERED IN THE 13 CHAPTERS INCLUDE: (1) JOB QUALIFICATIONS FOR TEACHING KINDERGARTEN, (2) TEACHING IN THE ELEMENTARY GRADES, (3) TEACHING AT THE HIGH SCHOOL LEVEL, (4) TEACHING VOCATIONAL EDUCATION, (5) TEACHING IN A JUNIOR COLLEGE, (6) COLLEGE OR UNIVERSITY TEACHING, (7) TEACHING IN PRIVATE OR PAROCHIAL SCHOOLS, (8) TEACHING OVERSEAS, (9) VOCATIONAL PLANNING, (10) OTHER CAREERS IN EDUCATION, AND (11) NEW DEVELOPMENTS IN THE FIELD. SALARY RANGES, UNIQUE CHARACTERISTICS OF EACH TYPE OF TEACHING POSITION, AND THE ADVANTAGES AND DISADVANTAGES OF TEACHING ARE DISCUSSED. (AG)

VT 017 598
MODEL CURRICULA AND TRAINING TECHNIQUES FOR USE IN TRAINING PARA-PROFESSIONAL EMPLOYEES OF PUBLIC HOUSING AUTHORITIES.

TEMPLE UNIV., PHILADELPHIA, PA. CENTER FOR SOCIAL POLICY AND COMMUNITY DEVELOPMENT.
DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - JAN72 241P.

DESCRIPTORS - SUPERVISORY TRAINING; MANUALS; SCHEDULE MODULES; VOCATIONAL DEVELOPMENT; ADULT VOCATIONAL EDUCATION; *CAREER LADDERS; *SUBPROFESSIONALS; *TRAINING TECHNIQUES; MANAGEMENT EDUCATION; *HOUSING MANAGEMENT AIDES; LOCAL HOUSING AUTHORITIES; GOVERNMENT ROLE; DISCOVERY PROCESSES; *SOCIAL SERVICES
IDENTIFIERS - EMPLOYMENT SKILLS

ABSTRACT - THIS REVISED MODEL CURRICULUM AND TRAINING MANUAL FOR INSERVICE AND ON-THE-JOB TRAINING OF PARAPROFESSIONALS IN SIX OCCUPATIONAL AREAS, WHICH MAKE UP ONE CAREER LADDER IN MANAGEMENT AND ANOTHER IN SOCIAL SERVICES, WAS SPECIFICALLY INTENDED TO MEET THE NEEDS OF PHILADELPHIA'S LOCAL HOUSING AUTHORITY. THE ROLES OF THE RESIDENT ADVISORY BOARD, THE PHILADELPHIA HOUSING AUTHORITY, THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT, AND VARIOUS INDIVIDUALS IN DEVELOPING THESE MODEL TRAINING TECHNIQUES ARE EMPHASIZED. A DETAILED EXPLANATION OF THE TRAINING NEEDS, THE PROJECT'S DEVELOPMENT, AND THE ROLE OF THE SUPERVISOR PRECEDES A MANUAL FOR TRAINING SUPERVISORS AND SCHEDULE MODULES FOR EACH OF THE SIX 52-WEEK PARAPROFESSIONAL TRAINING COURSES. THIS DOCUMENT IS 3-HOLE PUNCHED FOR EASY INSERTION INTO A RING BINDER. JOB ANALYSES, BEHAVIORAL OBJECTIVES, RESOURCE PERSONS, LEARNING ACTIVITIES, AND TEACHING TECHNIQUES ARE SPECIFIED FOR EACH CURRICULUM MODULE, PRESENTED IN A 5-COLUMN CHART FORMAT. (AG)

VT 017 602
CURRICULUM FOR CLOTHING SERVICES.

WICHITA UNIFIED SCHOOL DISTRICT 259, KANS.
MF AVAILABLE IN VT-ERIC SET.

PUB DATE - 68 27P.

DESCRIPTORS - *NEEDLE TRADES; *CLOTHING INSTRUCTION; GRADE 11; GRADE 12; *RESOURCE GUIDES; LEARNING ACTIVITIES; GOAL ORIENTATION; EDUCATIONAL OBJECTIVES; HOME ECONOMICS EDUCATION; VOCATIONAL DEVELOPMENT; RESOURCE MATERIALS; BIBLIOGRAPHIES; TRADE AND INDUSTRIAL EDUCATION; CONCEPTUAL SCHEMES; *COURSE DESCRIPTIONS; *OCCUPATIONAL HOME ECONOMICS
IDENTIFIERS - EMPLOYMENT SKILLS

ABSTRACT - INTENDED FOR A SECOND-YEAR VOCATIONAL COURSE IN CLOTHING SERVICES FOR GIRLS IN GRADES 11 AND 12 AT AN AREA VOCATIONAL SCHOOL, THIS RESOURCE GUIDE CONTAINS A PHILOSOPHY OF HOME ECONOMICS EDUCATION AT THE SECONDARY LEVEL, TEACHING SUGGESTIONS, SIX CONCEPTUAL SEQUENCES, AND A BIBLIOGRAPHY. FOR EACH CONCEPT, KEYED TO A SEQUENTIAL INQUIRY LEARNING STRUCTURE, GENERAL AND SPECIFIC GENERALIZATIONS AND EDUCATIONAL OBJECTIVES, LEARNING ACTIVITIES, AND RESOURCE LISTS ARE PRESENTED IN A 3-COLUMN FORMAT. INTENDED TO PREPARE STUDENTS FOR IMMEDIATE POST-SECONDARY EMPLOYMENT, THE ENROLLMENT SHOULD BE LIMITED TO 20 FOR THE COURSE, WHICH GIVES TWO CREDIT HOURS IN ADDITION TO AN OPTIONAL HOUR FOR 360 HOURS OF COCURRICULAR JOB EXPERIENCE. (AG)

VT 017 609 ED 069 891
VESTAL, CYNTHIA, COMP.;CRAIG, SALLY K., COMP.
NEW CAREERS BIBLIOGRAPHY: PARAPROFESSIONALS IN THE HUMAN SERVICES. (MICROFICHE).

UNIVERSITY RESEARCH CORP., WASHINGTON, D.C. NATIONAL INST. FOR NEW CAREERS.
MANPOWER ADMINISTRATION (DOL), WASHINGTON, D.C. U.S. TRAINING AND EMPLOYMENT SERVICE.
DOCUMENT NOT AVAILABLE FROM EDRS.
PSC-72-003
NATIONAL TECHNICAL INFORMATION SERVICE, SPRINGFIELD, VIRGINIA 22151 (PB-210 088; MF $0.95; SEE CATALOG FOR HARDCOPY PRICE)
PUB DATE - 70 166P.
MICROFICHE FILE BY PB 210 088

DESCRIPTORS - *BIBLIOGRAPHIES; CAREER LADDERS; ADULT VOCATIONAL EDUCATION; MANPOWER NEEDS; VOCATIONAL DEVELOPMENT; MANPOWER DEVELOPMENT; *SUBPROFESSIONALS; *FEDERAL PROGRAMS; PROGRAM DESCRIPTIONS; *HUMAN SERVICES; *MICROFICHE; INDEXES (LOCATERS); JOB TRAINING; RESOURCE MATERIALS; CURRICULUM GUIDES; PROGRAM EVALUATION
IDENTIFIERS - *NEW CAREERS

ABSTRACT - THIS COMPREHENSIVE BIBLIOGRAPHY WAS PREPARED TO ASSIST IN LOCATING SOURCES OF INFORMATION AND TRAINING MATERIALS FOR USE IN NEW CAREERS AND OTHER PARAPROFESSIONAL CAREER DEVELOPMENT PROGRAMS. SOME OF THE CITATIONS WHICH PROVED USEFUL IN MORE THAN ONE AREA HAVE BEEN CROSS-REFERENCED. THE BIBLIOGRAPHY INCLUDES THESE SECTIONS: (1) AN OVER-VIEW OF NEW CAREERS, (2) IMPLEMENTING NEW CAREERS PROGRAMS, (3) CAREER DEVELOPMENT, (4) SUGGESTED TRAINING METHODOLOGIES, (5) JOB TRAINING AND EDUCATION, (6) OCCUPATIONAL FIELDS, AND (7) PROGRAM EVALUATION. THE NATURE OF THE PUBLICATIONS RANGES FROM BOOKS TO MIMEOGRAPHED MATERIAL DEVELOPED BY NEW CAREERS TRAINING PROJECTS, TECHNICAL ASSISTANCE CENTERS, COLLEGES, AND OTHER INSTITUTIONS OR ASSOCIATIONS. THE STYLE INCLUDES: DATE OF PUBLICATION, VOLUME NUMBER (UNDERSCORED), ISSUE NUMBER (IN PARENTHESES), AND NUMBER OF PAGES. ADDRESSES OF PUBLISHERS ARE LISTED IN THE INDEX. (AUTHOR/AG)

VT 017 633
HOME ECONOMICS EDUCATION--SYLLABUS.

NEW YORK STATE EDUCATION DEPT., ALBANY. BUREAU OF SECONDARY CURRICULUM DEVELOPMENT.
MF AVAILABLE IN VT-ERIC SET.
GREGORY BENSON, JR., NEW YORK UNIVERSITY, STATE EDUCATION DEPARTMENT, ALBANY, NEW YORK 12224

PUB DATE - 65 227P. 1972
REPRINT

DESCRIPTORS - *CURRICULUM GUIDES; *HOME ECONOMICS EDUCATION; ADULT EDUCATION; ELEMENTARY GRADES; SECONDARY GRADES; TEACHING METHODS; CURRICULUM DEVELOPMENT; CONCEPT TEACHING; GENERALIZATIONS; BEHAVIORAL OBJECTIVES; *INSTRUCTIONAL MATERIALS

ABSTRACT - THIS SYLLABUS IS DESIGNED TO PROVIDE LOCAL DISTRICTS WITH FOUNDATIONS FOR DEVELOPING HOME ECONOMICS PROGRAMS WHICH WILL PROVIDE LEARNINGS HELPFUL TO YOUTH AND ADULTS IN WEIGHING VALUES AND MAKING DECISIONS IN ALL ASPECTS OF HOME AND FAMILY LIVING. PART I, FOUNDATIONS OF THE HOME ECONOMICS PROGRAM, IDENTIFIES SOME OF THE TRENDS IN EDUCATION AND SOCIETY, GIVES THE GOALS OF HOME ECONOMICS EDUCATION, AND SUGGESTS GUIDELINES FOR ADMINISTERING PROGRAMS. PART II, THE TEACHING-LEARNING ENVIRONMENT, EMPHASIZES SUCH ASPECTS AS: (1) UNDERSTANDING AND WORKING WITH STUDENTS WHO HAVE DIFFERING ABILITIES AND EXPERIENCES, (2) SELECTING AND USING APPROPRIATE TEACHING METHODS AND MATERIALS, AND (3) DEVELOPING HOME AND COMMUNITY EXPERIENCES AS PART OF COURSES. PART III, COURSES OF STUDY FOR GRADES 7-12 EXPLAINS THE CONCEPT APPROACH TO CURRICULUM DEVELOPMENT AND PROVIDES DETAILED COURSE OUTLINES FOR GRADES 7 AND 8, HOME ECONOMICS 1, 2, AND 3, SEVEN SPECIAL INTEREST COURSES, AND TWO EMPLOYMENT PREPARATION SEQUENCES. PART IV, PROGRAMS FOR ELEMENTARY AND ADULT LEVELS, PROVIDES THE CONTRIBUTIONS AND WAYS OF INTEGRATING HOME ECONOMICS IN THE ELEMENTARY PROGRAM, AND DESCRIBES THE SCOPE OF HOME ECONOMICS AT THE ADULT LEVEL AND OFFERS GUIDELINES FOR DEVELOPING LOCAL PROGRAMS. (SB)

VT 017 636
INDEX OF EMPLOYMENT OPPORTUNITIES. VOL. I, PROFESSIONAL CAREERS EDITION. CAREER RESOURCE SERIES.

RESOURCE PUBLICATIONS INC., PRINCETON, N.J.
DOCUMENT NOT AVAILABLE FROM EDRS.
RESOURCE PUBLICATIONS, INC., INFORMATION PARK BOX 2236, PRINCETON, NJ 08540
PUB DATE - 71 298P.

DESCRIPTORS - *DIRECTORIES; OCCUPATIONAL SURVEYS; OCCUPATIONAL INFORMATION; *RESOURCE GUIDES; *INDEXES (LOCATERS); *EMPLOYMENT OPPORTUNITIES; *PROFESSIONAL OCCUPATIONS; VOCATIONAL DEVELOPMENT; ADULT VOCATIONAL EDUCATION; OCCUPATIONAL GUIDANCE; HUMANITIES
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS DIRECTORY PROVIDES AN INDEX OF CAREER OPPORTUNITIES FOR SIX DIFFERENT OCCUPATIONAL CLUSTERS: (1) ARCHITECTURE, DESIGN, AND URBAN PLANNING, (2) COMPUTER SCIENCE, (3) LIBRARY AND INFORMATION SCIENCE, (4) NURSING, (5) PARAMEDICINE, AND (6) TEACHING. EXTENSIVE DESCRIPTIONS OF JOB OPENINGS WITH CORRESPONDING RESOURCE ADDRESSES ARE INCLUDED IN PROFILES OF NUMEROUS EMPLOYERS IN GOVERNMENT AND INDUSTRY. INTENDED AS AN AID FOR STUDENTS AND PROFESSIONALS SEEKING CHALLENGING CAREERS IN SPECIALIZED AREAS, THIS RESOURCE GUIDE IS DISTRIBUTED ON A CONTROLLED-FREE NATIONAL BASIS, INCLUDING PERFORATED RESUME FORMS FOR EASE IN REMOVAL AND MAILING TO SELECTED EMPLOYERS. FOR EACH OF THE SIX OCCUPATIONAL CLUSTERS, DETAILED BACKGROUND INFORMATION AND GEOGRAPHICAL INDEXES ARE INCLUDED. (AG)

VT 017 641
WITZKY, HERBERT K.
YOUR CAREER IN HOTELS AND MOTELS.

DOCUMENT NOT AVAILABLE FROM EDRS.
7103-09063
DODD, MEAD AND COMPANY, 79 MADISON AVE., NEW YORK, NY 10016
PUB DATE - 71 202P. PMM COLLECTION

DESCRIPTORS - *CAREER EDUCATION; INSTRUCTIONAL MATERIALS; *HUMAN SERVICES; SECONDARY GRADES; CAREER

PLANNING; BIBLIOGRAPHIES; *HOTELS; TOURISM; EMPLOYMENT OPPORTUNITIES; *CAREER OPPORTUNITIES; *OCCUPATIONAL INFORMATION
IDENTIFIERS - EDUCATIONAL AWARENESS; *CAREER AWARENESS

ABSTRACT - WRITTEN FOR HIGH SCHOOL STUDENTS, THIS BOOK PRESENTS CAREER OPPORTUNITIES IN THE MOTEL AND HOTEL INDUSTRY. THERE ARE SUGGESTIONS ON HOW BEST TO SUCCEED IN CHAPTERS COVERING SUCH TOPICS AS: (1) INNKEEPING--A PROUD PROFESSION AND HERITAGE, (2) THE NEW RISE OF RESORT HOTELS, (3) BEHIND THE SCENES IN GREAT HOTELS, AND (4) ORGANIZATION STEPPINGSTONES TO SUCCESS. SPECIFIC EXAMPLES FROM THE LIVES OF SUCCESSFUL HOTEL-MOTEL PERSONNEL, ALONG WITH THEIR ADVICE FOR ENTERING THE FIELD, ARE INCLUDED. (PM)

VT 017 647
BAYLISS, SYLVIA J., AND OTHERS
CAREER OPPORTUNITIES--COMMUNITY SERVICE AND RELATED SPECIALISTS. CAREER OPPORTUNITIES SERIES.

DOCUMENT NOT AVAILABLE FROM EDRS.
7227-08317
J.G. FERGUSON PUBLISHING CO., SUBS. OF DOUBLEDAY & CO., INC., 6 N. MICHIGAN AVE., CHICAGO, IL 60602
PUB DATE - 70 291P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; *OCCUPATIONAL INFORMATION; *POST SECONDARY EDUCATION; ASSOCIATE DEGREES; *SUBPROFESSIONALS; VOCATIONAL COUNSELING; *SERVICE OCCUPATIONS; CAREER CHOICE; CAREER PLANNING; OCCUPATIONAL GUIDANCE. *CAREER OPPORTUNITIES; EMPLOYMENT OPPORTUNITIES; EMPLOYMENT QUALIFICATIONS; OCCUPATIONAL CHOICE
IDENTIFIERS - EDUCATIONAL AWARENESS; *CAREER AWARENESS; ATTITUDES APPRECIATIONS

ABSTRACT - THIS HANDBOOK PROVIDES INFORMATION ON THE CAREER OPPORTUNITIES AVAILABLE TO 2-YEAR COLLEGE GRADUATES IN 19 COMMUNITY SERVICE AND RELATED FIELDS. INFORMATION CONTAINED IN THE JOB DESCRIPTIONS INCLUDE: (1) TYPE OF WORK, (2) PERSONAL QUALIFICATIONS, (3) SECONDARY AND POST-SECONDARY EDUCATIONAL REQUIREMENTS, (4) APPLYING FOR A JOB, (5) ADVANCEMENT POSSIBILITIES, (6) LICENSE OR CERTIFICATION, (7) WORKING CONDITIONS, (8) EARNINGS AND BENEFITS, AND (9) FUTURE OCCUPATIONAL OUTLOOK.

VT 017 663 ED 069 906
ACCIDENT PREVENTION: A WORKERS' EDUCATION MANUAL.

INTERNATIONAL LABOUR OFFICE, GENEVA (SWITZERLAND).
EDRS PRICE MF-$0.65 HC-$6.58
INTERNATIONAL LABOUR OFFICE, SALES SECTION, 1211 GENEVA 22, SWITZERLAND ($1.00)
PUB DATE - 70 185P.

DESCRIPTORS - *ACCIDENT PREVENTION; ACCIDENTS; *INDUSTRIAL PERSONNEL; INDUSTRY; LABORERS; *LABOR STANDARDS; *MANUALS; *SAFETY EDUCATION

ABSTRACT - DEVOTED TO PROVIDING INDUSTRIAL WORKERS WITH A GREATER KNOWLEDGE OF PRECAUTIONARY MEASURES UNDERTAKEN AND ENFORCED BY INDUSTRIES FOR THE PROTECTION OF WORKERS, THIS SAFETY EDUCATION MANUAL CONTAINS 14 LESSONS RANGING FROM "THE PROBLEMS OF ACCIDENTS DURING WORK" TO "TRADE UNIONS AND WORKERS AND INDUSTRIAL SAFETY." FIRE PROTECTION, SAFETY EQUIPMENT AND HAZARDS IN CERTAIN TOOLS AND EQUIPMENT ARE DISCUSSED, AS WELL AS WORKER ATTITUDES, PROPAGANDA, EDUCATION, AND TRAINING. ACCIDENT STATISTICS, PREVENTIVE METHODS, AND SAFETY ACTIVITIES AND RESPONSIBILITIES INITIATED AND ASSUMED BY THE INDUSTRY ARE COVERED. RELATED QUESTIONS ARE INCLUDED AT THE END OF EACH TOPICS. (SN)

VT 017 675
WALKER, JAMES W.;FLEMING, MARGARET
CAREER MOTIVATION PROGRAM--1971-72 EVALUATION.

CLEVELAND PUBLIC SCHOOLS, OHIO.

DIV. OF RESEARCH AND DEVELOPMENT.
MF AVAILABLE IN VT-ERIC SET.
FUND-27
PUB DATE - SEP72 69P.

DESCRIPTORS - *PROGRAM GUIDES; *PROGRAM DESCRIPTIONS; ELEMENTARY GRADES; *CAREER EDUCATION; *WORK ATTITUDES; COST EFFECTIVENESS; STATISTICAL STUDIES; MOTIVATION; CURRICULUM DEVELOPMENT; CAREER OPPORTUNITIES; *OCCUPATIONS
IDENTIFIERS - ATTITUDES APPRECIATIONS; CAREER AWARENESS

ABSTRACT - THIS 1971-72 EVALUATION REPORT DESCRIBES THE CAREER MOTIVATION PROGRAM IN THE CLEVELAND PUBLIC SCHOOLS. THE PURPOSE OF THE PROGRAM IS TO IMPROVE THE INNER-CITY ELEMENTARY SCHOOL STUDENTS' KNOWLEDGE OF VOCATIONAL AREAS, ESPECIALLY THOSE STUDENTS FROM WELFARE FAMILIES WHERE PARENTS PROVIDE NO "WORLD OF WORK" BACKGROUND. THE REPORT CONTAINS A DESCRIPTION OF THE PROGRAM AND ITS OPERATION, AN ANALYSIS OF THE RESULTS OF THE EVALUATION - INCLUDING A DESCRIPTION OF THE BASIC DESIGN, INSTRUMENTATION AND DATA COLLECTION USED IN THE STUDY, AND A NUMBER OF CONCLUSIONS AND RECOMMENDATIONS. A DESCRIPTION OF THE PROGRAM IN THE APPENDIX INCLUDES (1) OBJECTIVES AT EACH GRADE LEVEL, (2) CLASS TOTALS FOR PROJECT PARTICIPANTS, (3) IN-SERVICE MEETINGS, (4) SEMANTIC DIFFERENTIAL AND AN ITEM ANALYSIS, (5) A STAFF OPINIONNAIRE, (6) A PARENT SURVEY, (7) FIELD TRIPS, AND (8) OUTSIDE SPEAKERS. (DL)

VT 017 702
A GALAXY PLAN FOR CAREER PREPARATION. A CONCEPT AND PLAN OF ORGANIZATION.

DETROIT PUBLIC SCHOOLS, MICH. VOCATIONAL DEPT.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 68 28P.

DESCRIPTORS - *CAREER EDUCATION; CONCEPTUAL SCHEMES; VOCATIONAL EDUCATION; EDUCATIONAL OBJECTIVES; EDUCATIONAL NEEDS; *CITY WIDE PROGRAMS; *VOCATIONAL DEVELOPMENT; *FLEXIBLE PROGRESSION; RESOURCE MATERIALS; *PROGRAM PLANNING; EDUCATIONAL IMPROVEMENT; OCCUPATIONAL CLUSTERS; HUMANITIES; ELEMENTARY GRADES; SECONDARY GRADES
IDENTIFIERS - *GALAXY PLAN; EDUCATIONAL AWARENESS

ABSTRACT - THIS EXPERIMENTAL EDITION OF AN ORGANIZATIONAL PLAN FOR ELEMENTARY AND SECONDARY CAREER PREPARATION IN THE DETROIT PUBLIC SCHOOL SYSTEM RESULTED FROM A 1962 REPORT ENTITLED "PREPARING PUPILS FOR THE WORLD OF WORK," AS WELL AS THE ASSISTANCE OF THE RESEARCH COUNCIL OF THE GREAT CITIES PROGRAM FOR SCHOOL IMPROVEMENT, AND THE CONTRIBUTIONS OF EDUCATORS, LEADERS IN BUSINESS AND INDUSTRY, AND OTHER CITIZENS. FLEXIBLE PROGRESSION WOULD HIGHLIGHT A 3-PRONGED APPROACH IN BASIC EDUCATION, PERSONAL DEVELOPMENT, AND CAREER PREPARATION FOR THESE FOUR TYPES OF STUDENTS: (1) SUPERIOR, (2) AVERAGE, (3) UNDERACHIEVER, AND (4) SPECIAL NEEDS. THIS "GALAXY" APPROACH EMPHASIZES OCCUPATIONAL GUIDANCE, PROJECT TRAINING METHODS AND IN-DEPTH VOCATIONAL COURSES IN THE FOLLOWING FOUR AREAS: (1) PERSONAL SERVICES, (2) ENERGY AND PROPULSION, (3) VISUAL COMMUNICATION, AND (4) MATERIALS AND PROCESSES. TERM DEFINITIONS, AN ANALYSIS OF VOCATIONAL EDUCATION SUBJECT AREAS, AND A CLUSTER PLAN BY GRADE LEVEL ARE APPENDED. EACH TENTATIVE CAREER EDUCATION PROGRAM IS DELINEATED, PRESENTING BOTH PRESSING EDUCATIONAL NEEDS AND PROGRAM RATIONALES. SIX "GALAXY" OBJECTIVES ARE INCLUDED SEPARATELY. (AG)

VT 017 723
MAHER, JOHN E.;SYMMES, S. STOWELL
LEARNING ABOUT PEOPLE WORKING FOR YOU.

DOCUMENT NOT AVAILABLE FROM EDRS.
7278-08697
FRANKLIN WATTS, INC., 575 LEXINGTON AVENUE, NEW YORK, NEW YORK 10022
PUB DATE - 69 72P. PMM COLLECTION

DESCRIPTORS - ELEMENTARY GRADES; *CAREER EDUCATION; SOCIAL SCIENCES; LANGUAGE ARTS; SUPPLEMENTARY MATERIALS; SERVICE OCCUPATIONS; *OCCUPATIONAL INFORMATION; LABOR FORCE; SERVICES; *ECONOMICS; *ECONOMIC EDUCATION
IDENTIFIERS - CAREER AWARENESS; *ECONOMIC AWARENESS

ABSTRACT - DESIGNED FOR ELEMENTARY GRADES, THIS BOOK IS INTENDED TO GIVE STUDENTS SOME AWARENESS AND KNOWLEDGE ABOUT THE ECONOMIC SYSTEM OF THE U.S., THE LABOR FORCE, AND THE GOODS AND SERVICES PRODUCED BY THE PUBLIC AND PRIVATE SECTORS OF THE ECONOMY. (PM)

VT 017 739
FACING FACTS ABOUT CAREER OPPORTUNITIES FOR THE HIGH SCHOOL GRADUATE: A GUIDE FOR STUDENTS AND THEIR PARENTS.

PRUDENTIAL INSURANCE CO. OF AMERICA, NEWARK, N.J.
DOCUMENT NOT AVAILABLE FROM EDRS.
PRUDENTIAL, BOX #36, NEWARK, NJ 07101
PUB DATE - 69 31P.

DESCRIPTORS - *HIGH SCHOOL GRADUATES; *CAREER PLANNING; PAMPHLETS; *CAREER OPPORTUNITIES; *POST HIGH SCHOOL GUIDANCE; EMPLOYMENT PROJECTIONS; VOCATIONAL DEVELOPMENT; OCCUPATIONAL INFORMATION; HUMANITIES; *OCCUPATIONAL GUIDANCE; RESOURCE MATERIALS; VISUAL AIDS; CONTINUOUS LEARNING; SECONDARY GRADES
IDENTIFIERS - *CAREER AWARENESS

ABSTRACT - THIS BOOKLET WILL PROVE USEFUL TO HIGH SCHOOL STUDENTS, HIGH SCHOOL GRADUATES, PARENTS, OR GUIDANCE PERSONNEL AS A BASIC GUIDE TO CAREER OPPORTUNITIES AVAILABEL TO THE HIGH SCHOOL GRADUATE. A DISCUSSION OF SEVEN PRELIMINARY STEPS FOR PLANNING A CAREER WHILE IN HIGH SCHOOL PRECEDES BRIEF DESCRIPTIONS OF OPPORTUNITIES FOR POST-SECONDARY OR ADULT VOCATIONAL EDUCATION. A SMALL SAMPLING OF EMPLOYMENT OPPORTUNITIES IN VARIOUS OCCUPATIONAL CLUSTERS IS PROVIDED. EMPLOYMENT PROJECTIONS ARE PRESENTED BY MEANS OF A GRAPH, WHILE ADVICE IS GIVEN ON THE RISKS INVOLVED IN BEING SELF-EMPLOYED. WORKING LINE DRAWINGS ILLUSTRATE THE TEXT, WHICH INCLUDES A RESOURCE LIST. (AG)

VT 017 752
FRIED, ELEANOR L.
IS THE FASHION BUSINESS YOUR BUSINESS.

DOCUMENT NOT AVAILABLE FROM EDRS.
7234-06826
FAIRCHILD PUBLICATIONS, INC., 7 E. 12 ST., NEW YORK, NY 10003 ($6.95)
PUB DATE - 70 226P. PMM COLLECTION; THIRD EDITION

DESCRIPTORS - CAREER EDUCATION; RESOURCE MATERIALS; DISTRIBUTIVE EDUCATION; *MARKETING; SECONDARY GRADES; INDEPENDENT STUDY; INDIVIDUAL COUNSELING; *CAREER PLANNING; *EMPLOYMENT OPPORTUNITIES; *CLOTHING; *CLOTHING DESIGN
IDENTIFIERS - *CAREER AWARENESS; EMPLOYMENT SKILLS; ATTITUDES APPRECIATIONS

ABSTRACT - THE PURPOSE OF THIS BOOK IS TO PROVIDE HIGH SCHOOL STUDENTS WITH INFORMATION ON CAREERS IN THE FASHION BUSINESS. VARIOUS FASHION DISCIPLINES ARE DESCRIBED, INCLUDING DESIGNING, MERCHANDISING, PROMOTION, PUBLISHING, APPAREL PRODUCTION AND MANAGEMENT. FOR EACH FASHION FIELD, A LISTING IS GIVEN OF THE OPPORTUNITIES, THE REQUIREMENTS, AND THE EARNING POSSIBILITIES. AN INDEX AND A BIBLIOGRAPHY ARE ALSO INCLUDED. (PM)

VT 017 765
HAILES, WILLIAM D., JR.;HUBBARD, RAYMOND T.
SMALL BUSINESS MANAGEMENT. TEXT, TEACHER'S MANUAL AND KEY, AND TEST PACKET. BOOK I.

DOCUMENT NOT AVAILABLE FROM EDRS.
7240-07248
DELMAR PUBLISHERS, INC.,

MOUNTAINVIEW AVE., ALBANY, NY 12205
PUB DATE - 65 555P. PMM
COLLECTION

DESCRIPTORS - CAREER OPPORTUNITIES; *BUSINESS EDUCATION; ADMINISTRATIVE PERSONNEL; *BUSINESS ADMINISTRATION; MERCHANDISING; *MANAGEMENT EDUCATION; SECONDARY GRADES; POST SECONDARY EDUCATION; TEACHING GUIDES; WORKBOOKS; *INSTRUCTIONAL MATERIALS; TESTS
IDENTIFIERS - CAREER AWARENESS; ECONOMIC AWARENESS; BEGINNING COMPETENCE

ABSTRACT - THIS SET IS DESIGNED FOR GRADES 11-14 AND CONSISTS OF A TEXT-WORKBOOK, TEACHING GUIDE, AND TEST PACKET. IT IS A PRACTICAL GUIDE AND AN OUTLINE FOR BOTH THE TEACHER AND THE STUDENT OF SMALL BUSINESS MANAGEMENT AND COVERS 15 MAJOR UNITS WHICH RELATE TO THE SUCCESS IN BUSINESS OWNERSHIP. AN ATTEMPT HAS BEEN MADE TO USE SIMPLIFIED TERMINOLOGY AND EMPHASIZE THE PRACTICAL RATHER THAN THE THEORETICAL VALUES OF ESSENTIAL INFORMATION PRESENTED. (PM)

VT 017 768
HAILES, WILLIAM D., JR.;HUBBARD, RAYMOND T.
SMALL BUSINESS MANAGEMENT. TEXT, TEACHER'S MANUAL AND KEY, AND TEST PACKET. BOOK II.

DOCUMENT NOT AVAILABLE FROM EDRS.
7240-07249
DELMAR PUBLISHERS, INC.,
MOUNTAINVIEW AVE., ALBANY, NY 12205
PUB DATE - 67 417P. PMM
COLLECTION

DESCRIPTORS - *CAREER OPPORTUNITIES; *BUSINESS EDUCATION; ADMINISTRATIVE PERSONNEL; *BUSINESS ADMINISTRATION; MERCHANDISING; *MANAGEMENT EDUCATION; SECONDARY GRADES; POST SECONDARY EDUCATION; TEACHING GUIDES; WORKBOOKS; *INSTRUCTIONAL MATERIALS
IDENTIFIERS - CAREER AWARENESS; ECONOMIC AWARENESS; BEGINNING COMPETENCE

ABSTRACT - THIS SET IS DESIGNED FOR GRADES 11-14 AND CONSISTS OF A TEXT-WORKBOOK, TEACHING GUIDE, AND TEST PACKET. IT IS A PRACTICAL GUIDE AND AN OUTLINE FOR BOTH THE TEACHER AND THE STUDENT OF SMALL BUSINESS MANAGEMENT AND COVERS 15 MAJOR UNITS WHICH RELATE TO THE SUCCESS IN BUSINESS OWNERSHIP. AN ATTEMPT HAS BEEN MADE TO USE SIMPLIFIED TERMINOLOGY AND EMPHASIZE THE PRACTICAL RATHER THAN THE THEORETICAL VALUES OF ESSENTIAL INFORMATION PRESENTED. (PM)

VT 017 788
FURNITURE INDUSTRY.

CHRONICLE GUIDANCE PUBLICATIONS, INC., MORAVIA, N.Y.
DOCUMENT NOT AVAILABLE FROM EDRS.
1562-09648
CHRONICLE GUIDANCE, MORAVIA, N.Y. 13118
PUB DATE - ND 81P. PMM
COLLECTION

DESCRIPTORS - INDUSTRIAL EDUCATION; SECONDARY GRADES; POST SECONDARY EDUCATION; INDEPENDENT STUDY; OCCUPATIONAL GUIDANCE; *SUPPLEMENTARY READING MATERIALS; OCCUPATIONS; *MANUFACTURING; INDUSTRIAL ARTS; *FURNITURE INDUSTRY; *FURNITURE DESIGN; APPRENTICESHIPS; DRAFTSMEN; SALESMANSHIP; OCCUPATIONAL INFORMATION
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS SET OF 20 BRIEFS ON A VARIETY OF JOBS IN THE FURNITURE INDUSTRY MAY BE USED IN GRADES 9 THROUGH 14. JOBS COVERED INCLUDE CARPENTER, UPHOLSTERER, INTERIOR DESIGNER, DRAFTSMAN AND FURNITURE MOVER. EACH BRIEF CONCENTRATES ON ONE OCCUPATION, GIVING A JOB DESCRIPTION, PERSONAL AND EDUCATIONAL REQUIREMENTS, AND A LIST OF SOURCES FOR FURTHER READING. (PM)

VT 017 794
ARTISTIC/ MUSICAL/ ENTERTAINMENT.

CHRONICLE GUIDANCE PUBLICATIONS, INC., MORAVIA, N.Y.
DOCUMENT NOT AVAILABLE FROM EDRS.

1562-09650
CHRONICLE GUIDANCE, MORAVIA, N.Y. 13118
PUB DATE - ND 248P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; *FINE ARTS; *RECREATION; SECONDARY GRADES; POST SECONDARY EDUCATION; *OCCUPATIONAL INFORMATION; OCCUPATIONAL GUIDANCE; COMMERCIAL ART; *MUSICIANS; ARTISTS; MASS MEDIA; DRAFTSMEN; *DRAMATICS; ATHLETICS
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS DOCUMENT CONSISTS OF A SET OF 61 OCCUPATIONAL BRIEFS AND CORRESPONDING DICTIONARY OF OCCUPATIONAL TITLES (DOT) CODE NUMBERS ON A VARIETY OF CAREERS IN THE FIELDS OF FINE ARTS AND RECREATION, AND THE INFORMATION MAY BE USEFUL IN GRADES 9-14. JOBS COVERED INCLUDE MUSICIANS, ARTISTS, ATHLETES, DESIGNERS, VOCALISTS, ACTORS, AND RADIO AND TELEVISION ANNOUNCERS. EACH BRIEF CONCENTRATES ON ONE JOB GIVING A JOB DESCRIPTION, WORKING HOURS, SALARY, ADVANCEMENT OPPORTUNITIES, ADVANTAGES, DISADVANTAGES, AND PERSONAL, EDUCATIONAL, AND TRAINING REQUIREMENTS. SOURCES OF FURTHER INFORMATION ARE INCLUDED. (PM)

VT 017 797
WATSON, BERNARD C.
PEOPLE AND CHOICES (PAC) CAREER FOLIOS. SET 3: BUSINESS, FINANCE. TEXT AND TEACHER'S GUIDE.

DOCUMENT NOT AVAILABLE FROM EDRS.
7280-09614
HARCOURT BRACE JOVANOVICH, INC., 757 THIRD AVE., NEW YORK, NEW YORK 10017
PUB DATE - 71 139P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; *OCCUPATIONAL GUIDANCE; TEACHING GUIDES; *AUTOINSTRUCTIONAL AIDS; *EDUCATIONAL RESOURCES; JUNIOR HIGH SCHOOLS; SECONDARY GRADES; *DISTRIBUTIVE EDUCATION; MARKETING; *OCCUPATIONAL INFORMATION; BUSINESS
IDENTIFIERS - EDUCATIONAL AWARENESS; *CAREER AWARENESS; ATTITUDES APPRECIATIONS

ABSTRACT - THIS SET OF 10 FOLIOS INTRODUCES THE JUNIOR HIGH SCHOOL OR SECONDARY GRADE STUDENT TO OCCUPATIONS IN BUSINESS AND FINANCE. SOME OF THE OCCUPATIONS COVERED ARE FOUNDRY PRESIDENT, PLANT SCHEDULER, ACCOUNTANT, RESTAURANT OWNER, BUTCHER, SALESMAN AND BUYER, OFFICE MANAGER, AND REAL ESTATE BROKER. THE FOLIOS ARE PRINTED ON A DURABLE SYNTHETIC MATERIAL AND UNFOLD IN POSTER FASHION. EACH FOLIO CONTAINS A MESSAGE ON THE SUBJECT, A BIOGRAPHY OF AN INDIVIDUAL AND HIS OCCUPATION, SOME ACTIVITES FOR STUDENTS, AND A SECTION ON VOCABULARY OR RELATED READINGS. BRIGHT PHOTOGRAPHS ILLUSTRATE THE TEXT. A TEACHER'S GUIDE ACCOMPANIES THE SET. (PM)

VT 017 814
PARADIS, ADRIAN A.
JOB OPPORTUNITIES FOR YOUNG NEGROES.

DOCUMENT NOT AVAILABLE FROM EDRS.
7255-06776
DAVID MCKAY CO., INC., 750 THIRD AVE., NEW YORK, NEW YORK 10017 ($4.95)
PUB DATE - 69 214P. PMM COLLECTION

DESCRIPTORS - SUPPLEMENTARY READING MATERIALS; CAREER EDUCATION; *EMPLOYMENT OPPORTUNITIES; *OCCUPATIONAL INFORMATION; SECONDARY GRADES; DIRECTORIES; JOB APPLICATION; *RESOURCE MATERIALS; BIBLIOGRAPHIC CITATIONS; GUIDANCE; OCCUPATIONAL GUIDANCE; NEGRO YOUTH; *NEGRO STUDENTS; *WORK ATTITUDES; EMPLOYMENT INTERVIEWS; EMPLOYMENT QUALIFICATIONS
IDENTIFIERS - *EDUCATIONAL AWARENESS; CAREER AWARENESS; EMPLOYMENT SKILLS

ABSTRACT - THIS SUPPLEMENTARY READING MATERIAL FOR GUIDANCE OF NEGRO HIGH SCHOOL STUDENTS INTRODUCES THE READER TO JOB OPPORTUNITIES FOR NEGROES IN

VARIOUS AREAS. SUGGESTED READINGS ARE INCLUDED AT THE END OF EACH CHAPTER. CHAPTERS INCLUDE: (1) THE IMPORTANCE OF A HIGH SCHOOL EDUCATION, (2) FURTHER TRAINING AFTER HIGH SCHOOL, (3) JOBS IN HEALTH SERVICES, (4) THE ARMED FORCES AS WELL AS OTHER PARTICULAR JOB AREAS. FINAL CHAPTERS DEAL WITH FINDING A JOB, FILLING OUT AN APPLICATION AND JOB INTERVIEWS. CASE HISTORIES ABOUT BLACK WORKERS, AND SUGGESTED READINGS COVERING JOB OPPORTUNITIES IN SERVICE INDUSTRIES, BUSINESS, GOVERNMENT, HEALTH SERVICES AND SPORTS ARE INCLUDED. (PM)

VT 017 815
AIRLINE STEWARDESS HANDBOOK.

CAREERS RESEARCH, INC.,
MINNEAPOLIS, MINN.
DOCUMENT NOT AVAILABLE FROM EDRS.
5088-09180
CAREERS RESEARCH, INC., 4725 EXCELSIOR BOULEVARD, MINNEAPOLIS, MINNESOTA 55416 ($3.95)
PUB DATE - 68 160P. PMM COLLECTION

DESCRIPTORS - MANUALS; CAREER EDUCATION; DISTRIBUTIVE EDUCATION; MARKETING; GRADE 11; GRADE 12; *TRANSPORTATION; PERSONAL SERVICES; *STUDY GUIDES; INDIVIDUAL COUNSELING; WORKING WOMEN; *OCCUPATIONAL INFORMATION; SUPPLEMENTARY READING MATERIALS; *VOCATIONAL COUNSELING; DIRECTORIES
IDENTIFIERS - CAREER AWARENESS; ECONOMIC AWARENESS; ATTITUDES APPRECIATIONS; *AIRLINE STEWARDESSES

ABSTRACT - DESIGNED FOR USE BY STUDENTS IN GRADES 11 AND 12, THIS HANDBOOK CONTAINS INFORMATION ON EACH AIRLINE INCLUDING A DESCRIPTION OF BASIC REQUIREMENTS, SPECIAL DESIRABLE QUALITITIES, PAY, FRINGE BENEFITS, VOCATION, LOCATION, AND FLIGHT ROUTES. THE RESULTS OF A SURVEY OF 2,000 STEWARDESSES DESCRIBING PERSONAL LIKES AND DISLIKES, ADVICE, AND EXPERIENCES IN THE PROFESSION ARE INCLUDED, AND SAMPLE APPLICATION BLANKS AND A SELF-SCORING TEST FOR DETERMINING CHANCES OF SUCCESS AS A STEWARDESS ARE PROVIDED. (PM)

VT 017 980
WATSON, BERNARD C.
PEOPLE AND CHOICES (PAC) CAREER FOLIOS. SET 7: CREATIVE ARTS. TEACHER'S GUIDE AND 10 FOLIOS.

DOCUMENT NOT AVAILABLE FROM EDRS.
7280-09616
HARCOURT, BRACE, JOVANOVICH, INC., 757 THIRD AVE., NEW YORK, NEW YORK 10017
PUB DATE - 71 134P. PMM COLLECTION

DESCRIPTORS - *CAREER EDUCATION; *OCCUPATIONAL GUIDANCE; TEACHING GUIDES; *AUTOINSTRUCTIONAL AIDS; *EDUCATIONAL RESOURCES; JUNIOR HIGH SCHOOLS; SECONDARY GRADES; *FINE ARTS; OCCUPATIONAL INFORMATION; BIBLIOGRAPHIC CITATIONS
IDENTIFIERS - EDUCATIONAL AWARENESS; CAREER AWARENESS; *ATTITUDES APPRECIATIONS

ABSTRACT - THIS SET OF 10 FOLIOS INTRODUCES THE JUNIOR HIGH SCHOOL OR SECONDARY GRADE STUDENT TO OCCUPATIONS IN THE CREATIVE ARTS. SOME OF THE OCCUPATIONS COVERED ARE JEWELRY MAKER, PAPIER-MACHE CRAFTSMAN, ADVERTISING DESIGNER, FASHION REPRESENTATIVE, INTERIOR DESIGNER, CHOREOGRAPHER, ARCHITECT, FILM EDITOR, AND TV ART DIRECTOR. THE FOLIOS UNFOLD IN A POSTER FASHION. A TEACHER'S GUIDE ACCOMPANIES THE SET. (PM)

VT 017 981
COMMUNITY HELPERS ACTIVITIES: 10 POSTERS AND 10 STORIES AND ACTIVITIES. SET 1.

OWEN (F.A.) PUBLISHING COMPANY, DANSVILLE, N.Y.
DOCUMENT NOT AVAILABLE FROM EDRS.
6016-09524
F.A. OWEN PUBLISHING CO., DANSVILLE, N.Y.
PUB DATE - 66 22P. PMM COLLECTION

DESCRIPTORS - *MANIPULATIVE

MATERIALS; CAREER EDUCATION; *VISUAL AIDS; *PICTORIAL STIMULI; ROLE PLAYING; ROLE PERCEPTION; PRIMARY GRADES; *OCCUPATIONS; OCCUPATIONAL INFORMATION; COMMUNITY STUDY; *INSTRUCTIONAL MATERIALS; HUMAN SERVICES; SERVICE OCCUPATIONS
IDENTIFIERS - CAREER AWARENESS; ATTITUDES APPRECIATIONS

ABSTRACT - THIS SET OF 20 RELATED ITEMS IS DESIGNED FOR USE IN GRADES K THROUGH 2, AND CONSISTS OF 10 POSTERS, AND 10 STORIES AND ACTIVITIES ON DIRECT PROCESS DITTO MASTERS. DEALING SPECIFICALLY WITH THOSE PEOPLE WHO RENDER VARIOUS SERVICES WITHIN THE COMMUNITY, THIS SET AIDS IN CONCEPT FORMATION AND ROLE PERCEPTION BY MEANS OF GROUP DYNAMICS AND DRAMATIC PLAY. BY USING THIS SET OF MANIPULATIVE INSTRUCTIONAL MATERIALS, THE CHILD SHOULD BECOME MORE AWARE OF VARIOUS ASPECTS OF COMMUNITY LIFE AND THE MANY SERVICE OCCUPATIONS INVOLVED THEREIN. (PM)

VT 017 982
COMMUNITY HELPERS ACTIVITIES: 10 POSTERS AND 10 STORIES AND ACTIVITIES. SET 2.

OWEN (F.A.) PUBLISHING COMPANY, DANSVILLE, N.Y.
DOCUMENT NOT AVAILABLE FROM EDRS.
6016-09547
F.A. OWEN PUBLISHING CO., DANSVILLE, NEW YORK
PUB DATE - 65 22P. PMM COLLECTION

DESCRIPTORS - *MANIPULATIVE MATERIALS; CAREER EDUCATION; *VISUAL AIDS; *PICTORIAL STIMULI; ROLE PLAYING; ROLE PERCEPTION; PRIMARY GRADES; *OCCUPATIONS; OCCUPATIONAL INFORMATION; COMMUNITY STUDY; *INSTRUCTIONAL MATERIALS; HUMAN SERVICES; SERVICE OCCUPATIONS
IDENTIFIERS - CAREER AWARENESS; ATTITUDES APPRECIATIONS

ABSTRACT - THIS SET OF 20 RELATED ITEMS IS DESIGNED FOR USE IN PRIMARY GRADES AND CONSISTS OF 10 POSTERS AND 10 STORIES AND ACTIVITIES ON DIRECT PROCESS DITTO MASTERS DEALING SPECIFICALLY WITH THOSE PEOPLE WHO RENDER VARIOUS SERVICES WITHIN THE COMMUNITY. THIS SET AIDS IN CONCEPT FORMATION AND ROLE PERCEPTION BY MEANS OF GROUP DYNAMICS AND DRAMATIC PLAY. BY USING THIS SET OF MANIPULATIVE INSTRUCTIONAL MATERIALS, THE CHILD SHOULD BECOME MORE AWARE OF VARIOUS ASPECTS OF COMMUNITY LIFE AND THE MANY SERVICE OCCUPATIONS INVOLVED. (PM)

VT 018 010 ED 069 930
BOOCOCK, SARANE S.
LIFE CAREER. SCHOOL JOB CATALOG, INSTRUCTOR'S MANUAL, SPINNER AND SCORING BOOKLET, AND GAME MATERIALS.

ACADEMIC GAMES ASSOCIATES.
DOCUMENT NOT AVAILABLE FROM EDRS.
5061-06772
WESTERN PUBLISHING COMPANY, INC., SCHOOL AND LIBRARY DEPARTMENT, 150 PARISH DRIVE, WAYNE, NEW JERSEY 07470
PUB DATE - 69 176P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; SECONDARY GRADES; *INSTRUCTIONAL MATERIALS; RESOURCE MATERIALS; SOCIAL SCIENCES; *EDUCATIONAL GAMES; *SIMULATION; ROLE PLAYING; PROBLEM SOLVING; *DECISION MAKING; *LABOR MARKET; EDUCATIONAL OPPORTUNITIES
IDENTIFIERS - SELF AWARENESS; CAREER AWARENESS; *DECISIONS

ABSTRACT - THIS GAME, A SIMULATION OF THE WAY THE LABOR MARKET, EDUCATIONAL OPPORTUNITIES, AND MARRIAGE AND LEISURE PATTERNS OPERATE IN OUR SOCIETY, IS DESIGNED FOR HIGH SCHOOL AND COLLEGE STUDENTS IN CLASSROOM SITUATIONS, AND HAS BEEN EXTENSIVELY TESTED AT THAT LEVEL. IT CAN BE USED WITH ANY NUMBER OF STUDENTS, FOR ANY AMOUNT OF TIME. PARTICIPANTS WALK THROUGH A SPAN OF 8 YEARS IN THE FUTURE AS DECISION-MAKERS FOR A FICTITIOUS PERSON PRESENTED TO THEM IN THE FORM OF A PROFILE OR CASE HISTORY. EACH TEAM OF DECISION-MAKERS IS IN COMPETITION WITH OTHER TEAMS

WORKING WITH THE SAME PROFILE. AT VARIOUS INTERVALS, PLAYERS ARE FED BACK THE CONSEQUENCES OF THEIR DECISIONS IN THE FORM OF SCORES WHICH ARE INDICATORS OF THE RELATIVE SATISFACTIONS OF THE LIFE THEY HAVE PLANNED. THE GAME IS DESIGNED TO MEET THE FOUR BASIC REQUIREMENTS FOR INTELLIGENT CAREER DECISION-MAKING: (1) A FEELING FOR WHAT THE FUTURE WILL BE LIKE, (2) INFORMATION ON ALTERNATIVES OR OPPORTUNITIES, (3) THE PATTERN OF A LIFE CYCLE, AND (4) PRACTICE IN DECISION MAKING. (PM)

VT 018 031 ED 070 836
SMITH, RUSSELL L., AND OTHERS
JOB/BEHAVIORAL ANALYSIS MANUAL.

MENTEC CORP., LOS ANGELES, CALIF.
MANPOWER ADMINISTRATION (DOL), WASHINGTON, D.C. OFFICE OF RESEARCH AND DEVELOPMENT.
EDRS PRICE MF-$0.65 HC-$3.29.
PUB DATE - APR72 21P.

DESCRIPTORS - *SUPERVISORY TRAINING; *JOB ANALYSIS; *DISADVANTAGED GROUPS; WORK ATTITUDES; *BEHAVIOR CHANGE; *SOCIAL REINFORCEMENT; BEHAVIORAL COUNSELING; HUMAN ENGINEERING
IDENTIFIERS - *OPERATION PATHFINDER

ABSTRACT - THIS MANUAL IS ONE OF FOUR DESIGNED TO HELP SUPERVISORS IN TRAINING HARD-CORE DISADVANTAGED EMPLOYEES. IT PROVIDES GUIDELINES FOR PRELIMINARY PROCEDURES BEFORE IMPLEMENTATION OF A SUPERVISOR TRAINING PROGRAM AND IS INTENDED FOR THE USE OF THOSE CHARGED WITH TRAINING SUPERVISORS. RELATED DOCUMENTS ARE AVAILABLE AS VT 018 032-018 034 IN THIS ISSUE, AND VT 018 035 (ARM VOL.6, NO.2). (MF)

VT 018 032 ED 070 837
ARKIN, RONALD, AND OTHERS
HOW TO TRAIN SUPERVISORS IN BEHAVIOR MODIFICATION.

MENTEC CORP., LOS ANGELES, CALIF.
MANPOWER ADMINISTRATION (DOL), WASHINGTON, D.C. OFFICE OF RESEARCH AND DEVELOPMENT.
EDRS PRICE MF-$0.65 HC-$3.29.
PUB DATE - APR72 38P.

DESCRIPTORS - *SUPERVISORY TRAINING; *SOCIAL REINFORCEMENT; DISADVANTAGED GROUPS; *BEHAVIOR CHANGE; *TRAINING TECHNIQUES; *COMMUNICATION PROBLEMS
IDENTIFIERS - *OPERATION PATHFINDER

ABSTRACT - THIS IS A GUIDE FOR TRAINING SUPERVISORS IN THE THEORY AND APPLICATION OF BEHAVIOR MODIFICATION USING MATERIAL THAT HAS BEEN IMPLEMENTED SUCCESSFULLY FOR MANY YEARS IN COMPANIES THROUGHOUT THE COUNTRY. PROCEDURES FOR ORGANIZING AND CONDUCTING TRAINING SESSIONS IN A SUPERVISOR TRAINING PROGRAM ARE PRESENTED. THE MANUAL, ONE OF FOUR PREPARED TO AID SUPERVISORS IN TRAINING DISADVANTAGED EMPLOYEE GROUPS, IS DESIGNED FOR USE BY INDIVIDUALS WITH SOME BACKGROUND IN TEACHING OR TRAINING. RELATED DOCUMENTS ARE AVAILABLE AS VT 018 031-018 034 IN THIS ISSUE, AND VT 018 035 (ARM VOL.6, NO.2). (MF)

VT 018 033 ED 070 838
ARKIN, RONALD, AND OTHERS
SUPERVISORY WORKBOOK ON BEHAVIOR MODIFICATION.

MENTEC CORP., LOS ANGELES, CALIF.
MANPOWER ADMINISTRATION (DOL), WASHINGTON, D.C. OFFICE OF RESEARCH AND DEVELOPMENT.
EDRS PRICE MF-$0.65 HC-$3.29.
PUB DATE - APR72 33P.

DESCRIPTORS - *SUPERVISORY TRAINING; *SOCIAL REINFORCEMENT; *BEHAVIOR CHANGE; DISADVANTAGED GROUPS; INSTRUCTIONAL AIDS; *COMMUNICATION PROBLEMS; WORKBOOKS
IDENTIFIERS - *OPERATION PATHFINDER

ABSTRACT - THIS WORKBOOK IS DESIGNED TO BE USED WITH THE TRAINER'S MANUAL IN SUPERVISORY TRAINING SESSIONS ON BEHAVIOR MODIFICATION OF EMPLOYEES. THIS IS ONE OF FOUR MANUALS PREPARED TO AID SUPERVISORS IN TRAINING DISADVANTAGED GROUPS USING SOCIAL REINFORCEMENT TECHNIQUES. RELATED DOCUMENTS ARE AVAILABLE AS VT 018

031-VT 018 034 IN THIS ISSUE, AND VT 018 035 (ARM VOL.6, NO.2). (MF)

VT 018 034 ED 070 839
ARKIN, RONALD, AND OTHERS
HOW TO MAINTAIN A SOCIAL REINFORCEMENT PROGRAM.

MENTEC CORP., LOS ANGELES, CALIF.
MANPOWER ADMINISTRATION (DOL), WASHINGTON, D.C. OFFICE OF RESEARCH AND DEVELOPMENT.
EDRS PRICE MF-$0.65 HC-$3.29.
PUB DATE - APR72 23P.

DESCRIPTORS - *SOCIAL REINFORCEMENT; *SUPERVISORY TRAINING; *BEHAVIOR CHANGE; DISADVANTAGED GROUPS; *PERSONNEL EVALUATION; FEEDBACK
IDENTIFIERS - *OPERATION PATHFINDER

ABSTRACT - THIS MANUAL PRESENTS METHODOLOGY FOR MAINTAINING A SOCIAL REINFORCEMENT SYSTEM AFTER SUPERVISORS IN INDUSTRIAL ENVIRONMENTS HAVE BEEN TRAINED IN BEHAVIOR MODIFICATION THEORY AND APPLICATION. THE MAINTENANCE MANUAL DISCUSSES MONITORING, EVALUATION, AND INTEGRATION OF A COMPANY'S EMPLOYEE PERFORMANCE SYSTEM WITH THE SOCIAL REINFORCEMENT SYSTEM APPLIED BY THE SUPERVISORS. THIS IS ONE OF FOUR MANUALS DESIGNED TO AID SUPERVISORS IN THE TRAINING OF DISADVANTAGED EMPLOYEE GROUPS. RELATED DOCUMENTS ARE AVAILABLE AS VT 018 031-018 033 IN THIS ISSUE, AND VT 018 035 (ARM VOL.6, NO.2). (MF)

VT 018 039
SENESH, LAWRENCE
OUR WORKING WORLD: NEIGHBORS AT WORK. TEXT, RESOURCE UNIT, ACTIVITY BOOK, NARRATION BOOKLET, AND NINE PHONODISCS.

SCIENCE RESEARCH ASSOCIATES, INC., CHICAGO, ILL.
DOCUMENT NOT AVAILABLE FROM EDRS.
5122-07474
SCIENCE RESEARCH ASSOCIATES, INC., 259 EAST ERIE STREET, CHICAGO, ILLINOIS 60611
PUB DATE - 65 296P. PMM COLLECTION

DESCRIPTORS - PHONOGRAPH RECORDS; *MULTIMEDIA INSTRUCTION; READING MATERIALS; *RESOURCE MATERIALS; TEACHING GUIDES; *ECONOMIC FACTORS; RESOURCE GUIDES; STUDENT PROJECTS; *NEIGHBORHOOD; COMMUNITY; *INSTRUCTIONAL MATERIALS; EDUCATIONAL RESOURCES; LEARNING ACTIVITIES; COMMUNITY ATTITUDES; PRIMARY GRADES; OCCUPATIONS; GROUP INSTRUCTION
IDENTIFIERS - SELF AWARENESS; ECONOMIC AWARENESS; *ATTITUDES APPRECIATIONS

ABSTRACT - THIS INSTRUCTIONAL PROGRAM IS DESIGNED TO ACQUAINT PRIMARY GRADE STUDENTS WITH THE STRUCTURE AND FUNCTIONING OF THE AMERICAN ECONOMIC SYSTEM. THE CURRICULUM EMPHASIZES SUCH FUNDAMENTAL CONCEPTS AS: (1) CONFLICT BETWEEN UNLIMITED WANTS AND LIMITED RESOURCES, (2) DIVISION OF LABOR, (3) INTERDEPENDENCE OF SOCIETY, (4) TRADE SYSTEMS, AND (5) MECHANISMS FOR RESOURCE ALLOCATIONS. THE PROGRAM CONSISTS OF A SET OF PHONOGRAPH RECORDS, A RESOURCE UNIT FOR THE TEACHER, AND A HARD-COVER TEXT AND SOFT-COVER ACTIVITY BOOK FOR EACH STUDENT, ALL OF WHICH CONTAIN LESSONS COVERING THESE TOPICS: (1) ELEMENTS OF A NEIGHBORHOOD, (2) DIFFERENCES BETWEEN NEIGHBORHOODS, (3) PRICE FLUCTUATIONS AND HOW THESE GUIDE THE CONSTRUCTION INDUSTRY, FACTORIES, AND STORES IN DETERMINING WHAT GOODS AND SERVICES SHOULD BE PRODUCED, (4) GOODS AND SERVICES PROVIDED BY VOLUNTEERS AND THE GOVERNMENT, (5) CHANGES IN NEIGHBORHOODS, AND (6) THE EFFECT OF SCHOOLS IN GENERATING AND DISSEMINATING IDEAS. (SB)

VT 018 048
KOSCHNICK, KAY, ED.
THE WORLD OF WORK.

DOCUMENT NOT AVAILABLE FROM EDRS.
1513-07026
NEW READERS PRESS, BOX 131, SYRACUSE, N.Y. 13210
PUB DATE - 69 48P. PMM COLLECTION

DESCRIPTORS - CAREER EDUCATION; SECONDARY GRADES; *GUIDANCE; INDEPENDENT STUDY; EMPLOYMENT OPPORTUNITIES; SUPPLEMENTARY TEXTBOOKS; ILLUSTRATIONS; *JOB APPLICATION; *EMPLOYMENT INTERVIEWS; *TASK PERFORMANCE; EMPLOYEE RESPONSIBILITY; EMPLOYEE ATTITUDES; *EMPLOYMENT PROGRAMS; EMPLOYMENT SERVICES; JOB PLACEMENT
IDENTIFIERS - EDUCATIONAL AWARENESS; CAREER AWARENESS; *EMPLOYMENT SKILLS

ABSTRACT - "THE WORLD OF WORK" FOR GRADES 10, 11 AND 12 IS A SERIES OF ARTICLES ON JOBS FOR TEENAGERS, JOBS FOR MATURE WORKERS, JOBS FOR THE HANDICAPPED AND JOB TRAINING PROGRAMS. THE ARTICLES COVER TIPS ON LOOKING FOR JOBS, TAKING TESTS, MAKING OUT APPLICATIONS, GOING TO INTERVIEWS, GOOD WORK HABITS, AND HOW TO LOSE A JOB. A LIST OF DISCUSSION QUESTIONS FOR EACH CHAPTER AT THE END OF THE BOOK IS INCLUDED. (PM)

VT 018 049
BLAKELY, CAROLINE, ED.
OCCUPATIONS.

DOCUMENT NOT AVAILABLE FROM EDRS.
1513-07025
NEW READERS PRESS, BOX 131, NEW YORK, NEW YORK 13210
PUB DATE - 72 64P. PMM
COLLECTION

DESCRIPTORS - CAREER EDUCATION; SECONDARY GRADES; OCCUPATIONS; *GUIDANCE; INDEPENDENT STUDY; DISTRIBUTIVE EDUCATION; *SERVICE OCCUPATIONS; SUPPLEMENTARY READING MATERIALS; *CLERICAL WORKERS; *GOVERNMENT EMPLOYEES; FOOD SERVICE OCCUPATIONS; MACHINE REPAIRMEN; AUTO MECHANICS; HEALTH OCCUPATIONS; BUILDING TRADES; *OCCUPATIONAL INFORMATION
IDENTIFIERS - EDUCATIONAL AWARENESS; *CAREER AWARENESS; ECONOMIC AWARENESS

ABSTRACT - "OCCUPATIONS" FOR GRADES 10, 11 AND 12 IS A COLLECTION OF 53 STORIES ABOUT REAL PEOPLE, WORKING IN REAL JOBS. WITH EACH STORY IS A JOB DESCRIPTION TELLING MORE ABOUT THE DUTIES OF THE JOB, THE WORKING CONDITIONS AND THE BENEFITS. MOST OF THE JOBS DESCRIBED DO NOT REQUIRE COLLEGE TRAINING. AN ADDRESS FOR FURTHER INFORMATION IS INCLUDED AT THE END OF EACH SECTION. OCCUPATIONS COVERED INCLUDE GOVERNMENT SERVICE, CLERICAL JOBS, SERVICE JOBS, DRIVING JOBS, HOTEL AND RESTAURANT JOBS, AND SKILLED MANUAL JOBS. (PM)

VT 018 051
WATSON, BERNARD C.
PEOPLE AND CHOICES (PAC) CAREER FOLIOS. SET 2: TEACHING, SOCIAL WORK, GOVERNMENT. TEACHER'S GUIDE AND 10 FOLIOS.

DOCUMENT NOT AVAILABLE FROM EDRS.
7280-09615
HARCOURT BRACE JOVANOVICH, 757 THIRD AVE., NEW YORK, NEW YORK 10017
PUB DATE - 71 135P. PMM
COLLECTION

DESCRIPTORS - CAREER EDUCATION; *OCCUPATIONAL GUIDANCE; TEACHING GUIDES; *AUTOINSTRUCTIONAL AIDS; *EDUCATIONAL RESOURCES; TEACHING; SOCIAL WORK; GOVERNMENT EMPLOYEES; SECONDARY GRADES; *OCCUPATIONAL INFORMATION; RESOURCE MATERIALS; OCCUPATIONS; OCCUPATIONAL INFORMATION
IDENTIFIERS - EDUCATIONAL AWARENESS; CAREER AWARENESS; *ATTITUDES APPRECIATIONS

ABSTRACT - THIS SET OF 10 FOLIOS PRESENTS OCCUPATIONAL INFORMATION FOR JUNIOR HIGH SCHOOL AND SECONDARY GRADE STUDENTS. THE OCCUPATIONS COVERED INCLUDE AIR POLLUTION ENGINEER, FAMILY ASSISTANT, POLICE OFFICER, COLLEGE PRESIDENT, PROFESSOR AND AUTHOR, AND PAYROLL SUPERVISOR. THE FOLIOS UNFOLD IN POSTER FASHION, AND A TEACHER'S GUIDE ACCOMPANIES THE SET. (PM)

VT 018 088 ED 072 182
GRYBA, EUGENE S.;KYBA, RUSSEL
A PLAN FOR A LIFE SKILLS COURSE FOR

NORTHERN ADOLESCENTS.

SASKATCHEWAN NEWSTART, INC., PRINCE ALBERT.
DOCUMENT NOT AVAILABLE FROM EDRS.
SASKATCHEWAN NEWSTART INC., FIRST AVE AND RIVER STREET, EAST, PRINCE ALBERT, SASKATCHEWAN, CANADA
PUB DATE - 72 85P.

DESCRIPTORS - *ADOLESCENTS; *PROGRAM GUIDES; PROGRAM PLANNING; *INTERPERSONAL COMPETENCE; INDIVIDUAL DEVELOPMENT; *PROBLEM SOLVING; TEACHER ROLE; TEACHING TECHNIQUES; UNIT PLAN; CAREER EDUCATION
IDENTIFIERS - NEWSTART; *LIFE SKILLS; SELF AWARENESS

ABSTRACT - BASED UPON THE PHILOSOPHY AND TECHNIQUES OF A LIFE SKILLS COURSE FOR ADULTS, THIS PROGRAM GUIDE SPECIFIES THE LIFE SKILLS PROBLEMS FACED BY NORTHERN ADOLESCENTS, THE LESSONS NEEDED TO CONFRONT THESE PROBLEMS, AND SOME OF THE BENEFITS THAT WOULD ACCRUE TO THE STUDENTS WHO MAY TAKE THE COURSE. IN ADDITION, AN ATTEMPT IS MADE TO ANTICIPATE NEGATIVE COMMUNITY REACTION, TO DISCUSS SOME OF THE ADMINISTRATIVE PROBLEMS RESULTING FROM PROGRAM IMPLEMENTATION, AND TO PROVIDE ADDITIONAL TRAINING THAT TEACHER-COACHES WOULD REQUIRE IN ORDER TO EFFECTIVELY CARRY OUT A LIFE SKILLS COURSE. COURSE SPECIFICATION TABLES PROVIDE A DESCRIPTION OF ADOLESCENT PROBLEMS, CROSS-REFERENCE TO THE ADULT LESSONS, SUGGESTIONS FOR MODIFICATIONS TO EXISTING LESSON OR FOR WRITING NEW LESSONS, AND BENEFITS THAT A STUDENT COULD GAIN FROM EACH LESSON. A SAMPLE LESSON PLAN CONTAINING AN OVERVIEW, OBJECTIVES, TEACHING SUGGESTIONS, NEEDED EQUIPMENT, AND EVALUATION METHODS IS INCLUDED. RELATED DOCUMENTS ARE AVAILABLE AS VT 018 089 IN THIS ISSUE AND ED 050 346. (SB)

VT 018 089 ED 072 183
WARREN, PHILLIP W.
THE PROBLEMS AND NEEDED LIFE SKILLS OF ADOLESCENTS.

SASKATCHEWAN NEWSTART, INC., PRINCE ALBERT.
WEST-BRANDT FOUNDATION, DERIDDER, LA.
DOCUMENT NOT AVAILABLE FROM EDRS.
SASKATCHEWAN NEWSTART INC., 1ST AVE. AND RIVER ST., EAST, PRINCE ALBERT, SASKATCHEWAN, CANADA
PUB DATE - 72 293P.

DESCRIPTORS - *ADOLESCENTS; *SUPPLEMENTARY READING MATERIALS; INDIVIDUAL DEVELOPMENT; *INTERPERSONAL COMPETENCE; *PROBLEM SOLVING; *PROGRAM PLANNING; BIBLIOGRAPHIES; CAREER EDUCATION
IDENTIFIERS - *LIFE SKILLS; SELF AWARENESS; NEWSTART

ABSTRACT - THIS BOOK DESCRIBES THE MODIFICATIONS REQUIRED TO MAKE A LIFE SKILLS COURSE FOR ADULTS APPLICABLE TO ADOLESCENTS. MAJOR SECTIONS ARE: (1) THE CULTURAL CONTEXT: PREPARING FOR AN UNPRECEDENTED FUTURE USING AN UNFINISHED PAST, (2) SURVEY OF THE CHARACTERISTICS OF ADOLESCENTS, (3) SURVEY OF THE PROBLEMS AND CONCERNS OF ADOLESCENTS WITH A DESCRIPTION OF THE SKILLS NEEDED TO DEAL WITH THEM, AND (4) ANALYSIS OF PRESENT LIFE SKILLS COURSE WITH RECOMMENDED CHANGES FOR USE WITH ADOLESCENTS. A BIBLIOGRAPHY OF MATERIALS RELATING TO PROBLEMS OF ADOLESCENTS IS INCLUDED. RELATED DOCUMENTS ARE AVAILABLE AS VT 018 088 IN THIS ISSUE AND ED 050 346. (SB)

VT 018 092 ED 070 845
MARDELL, E.A.
CURRICULUM GUIDE: LIFE SKILLS COURSE FOR CORRECTIONS.

SASKATCHEWAN NEWSTART, INC., PRINCE ALBERT.
EDRS PRICE MF-$0.65 HC-$3.29.
SASKATCHEWAN NEWSTART INC., FIRST AVE. AND RIVER ST., EAST, PRINCE ALBERT, SASKATCHEWAN, CANADA
PUB DATE - FEB72 52P.

DESCRIPTORS - *CURRICULUM GUIDES; *CORRECTIONAL EDUCATION; *ADULT EDUCATION; *PRISONERS; *REHABILITATION PROGRAMS; SKILL

DEVELOPMENT; PROBLEM SOLVING; THERAPEUTIC ENVIRONMENT; BEHAVIOR DEVELOPMENT; COURSE CONTENT; COURSE OBJECTIVES
IDENTIFIERS - NEWSTART

ABSTRACT - THIS CURRICULUM GUIDE OUTLINES MODIFICATIONS TO THE LIFE SKILLS LESSONS CONTAINED IN THE LIFE SKILLS COACHING MANUAL PREPARED BY SASKATCHEWAN NEWSTART. THE COURSE CHANGES ARE BASED ON ADULT EDUCATION EXPERIENCE AT A PENITENTIARY, A LITERATURE SEARCH, AND INTERVIEWS WITH INMATES AND STAFF AT A CORRECTIONAL INSTITUTION. AS WITH THE CORRECTIONAL THERAPEUTIC COMMUNITY CONCEPT, A METHOD OF SOCIAL REHABILITATION IN WHICH INMATES PRACTICE ATTITUDES AND BEHAVIORS TO DEVELOP CONSTRUCTIVE RELATIONSHIPS, THE ULTIMATE OBJECTIVE OF THE LIFE SKILLS COURSE FOR CORRECTIONS IS THE SUCCESSFUL INTEGRATION OF THE INMATE INTO SOCIETY. INCLUDED IN THE DOCUMENT ARE LESSON SEQUENCE AND CONTENT, THE CURRICULUM GUIDE, AND A BIBLIOGRAPHY. RELATED DOCUMENTS ARE AVAILABLE AS ED 050 346, ED 068 741 AND ED 070 846 (VT 018 093, AIM VOL.6, NO.2). (MF)

VT 018 093
LIFE SKILLS COACHING MANUAL.

SASKATCHEWAN NEWSTART, INC., PRINCE ALBERT.
SASKATCHEWAN DEPT. OF EDUCATION, REGINA.;CANADIAN DEPT. OF REGIONAL ECONOMIC EXPANSION, OTTAWA.
DOCUMENT NOT AVAILABLE FROM EDRS.
SASKATCHEWAN NEWSTART INC., FIRST AVE AND RIVER STREET EAST, PRINCE ALBERT, SASKATCHEWAN, CANADA
PUB DATE - 72 580P.

DESCRIPTORS - ADULT EDUCATORS; *MANUALS; *ADULT EDUCATION; *LESSON PLANS; COURSE CONTENT; INSTRUCTIONAL MATERIALS; BEHAVIORAL OBJECTIVES; *SKILL DEVELOPMENT; *PROBLEM SOLVING; FAMILY LIFE EDUCATION; SOCIAL LIFE; COMMUNITY EDUCATION; SELF ACTUALIZATION; PERSONAL GROWTH; GROUP DYNAMICS
IDENTIFIERS - SASKATCHEWAN NEWSTART

ABSTRACT - SASKATCHEWAN NEWSTART IS ENGAGED IN DEVELOPING NEW METHODS OF ADULT TRAINING AND COUNSELING. THE LIFE SKILLS COURSE INVOLVES DEVELOPING APPROPRIATE PROBLEM-SOLVING BEHAVIORS IN THE MANAGEMENT OF PERSONAL AFFAIRS. THE FIRST 29 PAGES OF THIS MANUAL CONTAIN INFORMATION AND PROCEDURES FOR THE TEACHER IN SETTING UP A LIFE SKILLS COURSE IN APPLIED PROBLEM SOLVING, USING COURSE MATERIALS, AUDIOVISUAL AND REFERENCE AIDS, AND GROUP FORMATIONS. THE BULK OF THE DOCUMENT, PAGES 30 THROUGH 580, CONSISTS OF LESSON OUTLINES FOR SETS OF EXPERIENCES PLANNED TO HELP STUDENTS MEET SPECIFIED BEHAVIORAL OBJECTIVES. THE LESSONS EMPHASIZE THE PRACTICE OF PROBLEM-SOLVING SKILLS USING A FORMALIZED SYSTEM WITH A WIDE RANGE OF BEHAVIORS IN CONTENT AREAS RANGING FROM GROUP ENCOUNTERS TO SELF, FAMILY, SOCIAL, LEISURE, COMMUNITY, AND JOB SITUATIONS. THE 5-STAGE LESSON MODEL FOR EACH SITUATION INCLUDES STIMULUS, EVOCATION, OBJECTIVE INQUIRY/SKILL PRACTICE, SKILL APPLICATION, AND EVALUATION. (MF)

VT 018 342
HOME ECONOMICS INSTRUCTIONAL MATERIALS PROJECT. (TEXT AND APPENDICES A-D).

WISHEK SCHOOL DISTRICT 19, BISMARCK, N. DAK.
NORTH DAKOTA STATE BOARD FOR VOCATIONAL EDUCATION, BISMARCK.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 72 72P.

DESCRIPTORS - *INSTRUCTIONAL MATERIALS; *HOME ECONOMICS; SECONDARY GRADES; DISADVANTAGED YOUTH; CAREER EDUCATION; *CURRICULUM DEVELOPMENT; STUDENT CENTERED CURRICULUM; *CONSUMER EDUCATION; HOMEMAKING EDUCATION; *VOCATIONAL HOME ECONOMICS
IDENTIFIERS - DECISIONS; SELF AWARENESS

ABSTRACT - THE PRIMARY OBJECTIVE OF THE HOME ECONOMICS INSTRUCTIONAL MATERIALS PROJECT WAS TO DEVELOP NEW CURRICULUM MATERIALS FOR USE IN

SECONDARY HOME ECONOMICS PROGRAMS IN DEPRESSED AREAS. A SECOND AIM WAS TO INVOLVE TEACHERS AND STUDENTS FROM THE AREA IN THE CURRICULUM. THIS DOCUMENT IS A REPORT OF THE MATERIALS DEVELOPED AS A RESULT OF THE PROJECT, THE WAYS THEY WERE USED, AND EVALUATIONS OF THE MATERIALS. INCLUDED ARE FOUR APPENDIXES: (1) A QUESTIONNAIRE ON CURRICULUM MATERIALS NEEDED BY HOME ECONOMICS TEACHERS IN DEPRESSED AREAS, (2) INSTRUCTIONAL MATERIALS USED IN THE PROJECT, SUCH AS "QUESTIONS FOR INTERVIEWING PERSONS IN VARIOUS OCCUPATIONS," "STUDENT GUIDELINE FOR LISTENING TO HOME ECONOMICS CAREER DEVELOPMENT TAPES," "HOME ECONOMICS CAREER CHARTS," AND REFERENCE MATERIAL FOR CAREER DEVELOPMENT IN HOME ECONOMICS, (3) PROGRAMED INSTRUCTIONAL MATERIAL FOR AN INTRODUCTION TO THE DUAL ROLE OF HOMEMAKER AND WAGE EARNER, AND (4) AN INTEREST SURVEY FOR SECONDARY SCHOOL STUDENTS. (AUTHORS/DL)

VT 018 485 ED 070 901
PLUE, WILLIAM V., AND OTHERS
VOCATIONAL EDUCATION CURRICULUM GUIDE FOR THE HIGH SCHOOL E.M.R.: A FIELD TEST COPY. RESEARCH MONOGRAPH NUMBER 11, VOLUME 2.

UNIVERSITY OF SOUTHERN MISSISSIPPI, HATTIESBURG. BUREAU OF EDUCATIONAL RESEARCH.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - JUL72 343P.

DESCRIPTORS - *VOCATIONAL EDUCATION; VOCATIONAL DEVELOPMENT; *STATE CURRICULUM GUIDES; *HIGH SCHOOL STUDENTS; BEHAVIORAL OBJECTIVES; PSYCHOMOTOR SKILLS; ENVIRONMENTAL INFLUENCES; TEACHING PROCEDURES; SOCIAL MATURITY; *EDUCABLE MENTALLY HANDICAPPED; SKILL DEVELOPMENT; LEARNING ACTIVITIES; RESOURCE MATERIALS; GOAL ORIENTATION; *CURRICULUM DEVELOPMENT
IDENTIFIERS - *MISSISSIPPI

ABSTRACT - THIS VOCATIONAL EDUCATION CURRICULUM GUIDE FOR EDUCABLE MENTALLY HANDICAPPED HIGH SCHOOL STUDENTS, AN OUTGROWTH OF A MISSISSIPPI STATE RESEARCH PROJECT, WAS DEVELOPED BY A PROFESSOR FROM THE UNIVERSITY OF SOUTHERN MISSISSIPPI'S DEPARTMENT OF SPECIAL EDUCATION TO BE FIELD-TESTED, REVISED, AND EXPANDED. UNDER THE GENERAL COMPETENCIES OF PSYCHOMOTOR SKILLS, SOCIAL MATURITY, AND ENVIRONMENTAL CONCERNS, SAMPLE TOPICAL UNITS INCLUDE BEHAVIORAL OBJECTIVES, UNIT RATIONALES, LEARNING ACTIVITIES, AND TEACHING SUGGESTIONS. JOB DESCRIPTION SAMPLES AND SAMPLE WORK PERFORMANCES ARE APPENDED. THIS DOCUMENT IS RELATED TO THREE OTHERS, AVAILABLE AS VT 018 478, VT 018 483, AND VT 018 484 IN ARM VOL.6, NO.2. (AG)

VT 018 505
PRENTICE, BARBARA A.
THE BACK-TO-WORK HANDBOOK FOR HOUSEWIVES. A COLLIER BOOKS CAREER GUIDE.

DOCUMENT NOT AVAILABLE FROM EDRS.
THE MACMILLAN COMPANY, 866 THIRD AVENUE, NEW YORK, NEW YORK 10022
PUB DATE - 71 183P.

DESCRIPTORS - *VOCATIONAL INTERESTS; *OCCUPATIONAL INFORMATION; VOCATIONAL DEVELOPMENT; HUMANITIES; *HOUSEWIVES; ADULT VOCATIONAL EDUCATION; *WORKING WOMEN; *OCCUPATIONAL GUIDANCE; RESOURCE MATERIALS; LABOR MARKET; EMPLOYMENT OPPORTUNITIES
IDENTIFIERS - *LABOR FORCE PARTICIPATION; CAREER AWARENESS

ABSTRACT - THIS PAPERBACK HANDBOOK PROVIDES A COMPREHENSIVE GUIDE FOR HOUSEWIVES PLANNING TO BEGIN OR RESUME A CAREER, PRESENTING BOTH THE DISADVANTAGES AND ADVANTAGES OF NUMEROUS PART-TIME, FULL-TIME, AND TEMPORARY JOBS. IMPORTANT ADVICE IS OFFERED ON PREPARING JOB RESUMES, JOB INTERVIEWS, BABY-SITTING PROBLEMS, DRESS, APPEARANCE, AND WORKING COSTS. INFORMATION ON SALARIES, WORKING CONDITIONS, JOB REQUIREMENTS, AND ADVANCEMENT

POSSIBILITIES IS INCLUDED. RESOURCE LISTS GIVE THE NAMES AND ADDRESSES OF AGENCIES WHICH CAN PROVIDE ADDITIONAL DATA ON SPECIFIC CAREERS. THE TEN TOPICAL CHAPTERS COVER MATERIAL ON: (1) THE NEED FOR MATURE WOMEN IN JOBS, (2) WHETHER OR NOT ONE SHOULD WORK, (3) THE JOB THAT SUITS YOU, (4) PROFESSIONAL OCCUPATIONS, (5) HEALTH SERVICES, (6) THE CREATIVE ARTS, (7) SELLING, (8) OFFICE-RELATED WORK, (9) MISCELLANEOUS JOBS, AND (10) SUGGESTIONS FOR OBTAINING EMPLOYMENT. (AG)

VT 018 515 ED 072 197
TOWNE, DOUGLAS C.;WALLACE, SYDNEY
VOCATIONAL INSTRUCTIONAL MATERIALS FOR STUDENTS WITH SPECIAL NEEDS.

NORTHWEST REGIONAL EDUCATIONAL LAB., PORTLAND, OREG.
OREGON STATE BOARD OF EDUCATION, SALEM. DIV. OF CAREER EDUCATION PROGRAMS.;BUREAU OF ADULT, VOCATIONAL, AND TECHNICAL EDUCATION (DHEW), WASHINGTON, D.C.
EDRS PRICE MF-$0.65 HC-$9.87.
PUB DATE - AUG72 235P.

DESCRIPTORS - *DISADVANTAGED YOUTH; *HANDICAPPED STUDENTS; *DIRECTORIES; *INSTRUCTIONAL MATERIALS; *VOCATIONAL EDUCATION; VOCATIONAL DEVELOPMENT; VISUAL AIDS; FEEDBACK; CITATION INDEXES; INDIVIDUALIZED INSTRUCTION
IDENTIFIERS - DICTIONARY OF OCCUPATIONAL TITLES

ABSTRACT - THIS DIRECTORY OF INSTRUCTIONAL MATERIALS IS DESIGNED FOR USE BY VOCATIONAL EDUCATION TEACHERS OF THE DISADVANTAGED OR HANDICAPPED STUDENT. REPRESENTING A NUMBER OF SOURCES AND A VARIETY OF APPROACHES TO CURRICULAR MATERIALS FOR STUDENTS WITH SPECIAL NEEDS, THIS LISTING COVERS 24 TOPICS, FROM INDIVIDUALIZED CURRICULUMS TO INSTRUCTIONAL SUPPORT SYSTEMS. FEDERALLY FUNDED UNDER THE VOCATIONAL EDUCATION AMENDMENTS OF 1968, THE TEXT IS ILLUSTRATED WITH LINE DRAWINGS. EACH INSTRUCTIONAL CATEGORY, SUCH AS OFFICE OCCUPATIONS, IS CROSS-REFERENCED WITH THE DICTIONARY OF OCCUPATIONAL TITLES. INSTRUCTIONS FOR LOCATING MATERIALS UNDER THE APPROPRIATE PROGRAM HEADING, AN EXPLANATION OF THE CODING SYSTEM AND THE METHOD OF ORDERING SELECTED DOCUMENTS FOR PURCHASE FROM THE GOVERNMENT PRINTING OFFICE ARE PROVIDED. FOR EACH DOCUMENT CITATION, THESE NINE AREAS OF INFORMATION ARE GIVEN: (1) TITLE, (2) AUTHOR, (3) CORPORATE AUTHOR, (4) A STATEMENT OF RELEVANT INSTRUCTIONAL AREAS, (5) A BRIEF ANNOTATION OF THE POTENTIAL USE OF THIS MATERIAL, (6) SUBJECT CONTENT, (7) A DESCRIPTION OF THE MATERIALS, (8) THE INSTRUCTIONAL MEDIA, AND (9) THE SOURCE OF THE DOCUMENT. AN EVALUATION FORM IS INCLUDED FOR TEACHER FEEDBACK. (AG)

VT 018 558
HEALTH AND SAFETY CURRICULUM GUIDE, GRADES K-THREE.

WORCESTER PUBLIC SCHOOLS, MASS.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 69 62P.

DESCRIPTORS - *CURRICULUM GUIDES; PRIMARY GRADES; *HEALTH EDUCATION; TRANSPARENCIES; HEALTH ACTIVITIES; CONCEPT FORMATION; *SAFETY EDUCATION; *SCHOOL SAFETY; ACCIDENT PREVENTION; HEALTH; *HYGIENE

ABSTRACT - THIS GUIDE IS INTENDED TO GIVE DIRECTION AND PRACTICAL SUGGESTIONS FOR HEALTH EDUCATION INSTRUCTION IN THE WORCESTER PUBLIC SCHOOLS, KINDERGARTEN THROUGH GRADE THREE, BY PROVIDING OPPORTUNITIES FOR PUPILS TO LEARN ABOUT INDIVIDUAL AND COMMUNITY HEALTH, DEVELOP POSITIVE ATTITUDES AND INTERESTS TOWARD HEALTH, AND DEVELOP A SENSE OF RESPONSIBILITY FOR PERSONAL HEALTH AND AN ACTIVE CONCERN FOR THE HEALTH OF OTHERS. DEVELOPED BY TEACHERS AND ADMINISTRATORS OF THE WORCESTER SCHOOL SYSTEM, THE GUIDE IS COLOR CODED FOR EASY REFERENCE TO SUBJECT MATTER BY GRADE LEVEL. FOR EACH LEVEL THE GUIDE PROVIDES SUGGESTED LEARNING EXPERIENCES FOR THE SIX BASIC CONCEPTS OF GROWTH AND DEVELOPMENT, NUTRITION, HEALTHY

LIVING, HEALTH RECOURCES, AND FIRST AID AND SAFETY. A BIBLIOGRAPHY AND A SET OF TRANSPARENCIES SUPPLEMENT THE GUIDE, AND SHORT UNITS ON PLAYGROUND, BICYCLE, AND WATER SAFETY ARE APPENDED. (AW)

VT 018 583   ED 073 241
HANDBOOK FOR SELF-EVALUATION OF PROGRAMS AND SERVICES TO THE DISADVANTAGED AND THE HANDICAPPED AT COMMUNITY COLLEGES UNDER THE VOCATIONAL EDUCATION AMENDMENTS OF 1968 (PUBLIC LAW 90-576).

TADLOCK ASSOCIATES, LOS ALTOS, CALIF.
CALIFORNIA COORDINATING UNIT FOR OCCUPATIONAL RESEARCH AND DEVELOPMENT, SACRAMENTO.; FOOTHILL COMMUNITY COLL. DISTRICT, CUPERTINO, CALIF.
EDRS PRICE MF-$0.65 HC-$3.29.
PUB DATE - 15APR72 35P.

DESCRIPTORS - SELF EVALUATION; *VOCATIONAL EDUCATION; VOCATIONAL DEVELOPMENT; *PROGRAM EVALUATION; *COMMUNITY COLLEGES; COLLEGE PROGRAMS; RESOURCE MATERIALS; EDUCATIONAL BACKGROUND; EDUCATIONAL PLANNING; *HANDICAPPED; *DISADVANTAGED YOUTH; FEDERAL AID; GUIDELINES; PILOT PROJECTS
IDENTIFIERS - *VOCATIONAL EDUCATION AMENDMENTS OF 1968

ABSTRACT - THIS HANDBOOK PROVIDES BASIC INFORMATION FOR CONDUCTING AN INSTITUTIONAL SELF-EVALUATION OF PROGRAMS AND SERVICES OFFERED TO THE DISADVANTAGED AND HANDICAPPED AT THE COMMUNITY COLLEGE LEVEL. SPECIFICALLY FOCUSING ON PROGRAMS AND SERVICES FUNDED UNDER THE VOCATIONAL EDUCATION AMENDMENTS OF 1968, THIS GUIDE IS INTENDED FOR THOSE WHO ARE INEXPERIENCED WITH SELF-EVALUATION PROJECTS. DEVELOPED AS PART OF A PILOT STUDY OF FOUR COMMUNITY COLLEGES, IN COOPERATION WITH REPRESENTATIVE MEMBERS OF THE ADMINISTRATION, FACULTY, STAFF, COMMUNITY, AND STUDENT BODY, THIS DOCUMENT INCLUDES: (1) BACKGROUND INFORMATION, (2) A SUMMARY PLAN FOR EVALUATION, (3) STEPS IN THE EVALUATIVE PROCESS, AND (4) SAMPLE WORK FORMS. SUGGESTED EVALUATION QUESTIONS AND A SAMPLE WORKING DIAGRAM FOR THE SELF-STUDY PROCESS ARE PROVIDED. AN EXTENSIVE SELF-EVALUATION QUESTIONNAIRE IS APPENDED. (AG)

VT 018 745   ED 072 261
AN EXPERIMENTAL PROGRAM TO PROVIDE IN-HOME VOCATIONAL TRAINING IN PRESCHOOL AND DAY CARE WORK FOR UNSKILLED DISADVANTAGED MOTHERS AND CHILD-CARING ADULTS. A FINAL REPORT.

WEST CHESTER STATE COLL., PA. OFFICE OF RESEARCH AND RELATED SERVICES.
PENNSYLVANIA RESEARCH COORDINATING UNIT FOR VOCATIONAL EDUCATION, HARRISBURG.; OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
EDRS PRICE MF-$0.65 HC-$6.58.
PUB DATE - JUN72 161P.

DESCRIPTORS - *ADULT VOCATIONAL EDUCATION; PROGRAM EVALUATION; *LESSON PLANS; ATTENDANT TRAINING; *CHILD CARE OCCUPATIONS; INDIVIDUALIZED PROGRAMS; PRACTICUMS; EXPERIMENTAL PROGRAMS; RESEARCH UTILIZATION; LABOR FORCE NONPARTICIPANTS; *ECONOMICALLY DISADVANTAGED; EDUCATIONAL INNOVATION; UNSKILLED LABOR; MANPOWER DEVELOPMENT; *HOME INSTRUCTION; EDUCATION
IDENTIFIERS - EMPLOYMENT SKILLS; PROJECT PRIDE

ABSTRACT - ON THE BASIS OF INTERVIEWS WITH MOTHERS AND BABY-SITTERS OF CHILDREN ENROLLED IN THE EARLY LEARNING PROGRAMS OF THE PENNSYLVANIA RESEARCH IN INFANT DEVELOPMENT AND EDUCATION PROJECT IN THE WEST CHESTER, PENNSYLVANIA, AREA, 12 LOW-INCOME LABOR FORCE NONPARTICIPANTS IDENTIFIED AS POTENTIAL ENTRANTS INTO THE JOB MARKET WERE CHOSEN TO PARTICIPATE IN AN EXPERIMENTAL INDIVIDUALIZED VOCATIONAL TRAINING PROGRAM FOR CHILD CARE SERVICES. FUNDED UNDER PART C OF THE VOCATIONAL EDUCATION ACT OF 1969, THIS INNOVATIVE IN-HOME PROGRAM WAS INTENDED FOR UNSKILLED, SOCIOECONOMICALLY

DISADVANTAGED ADULTS UNABLE TO PARTICIPATE IN FORMAL, CENTRALLY LOCATED TRAINING PROGRAMS. OF THE 25 LESSONS ORIGINALLY PLANNED, THE 12 INITIAL LESSONS ARE PRESENTED IN THIS REPORT, INCLUDING LEARNING ACTIVITIES, RESOURCE LISTS, BEHAVIORAL OBJECTIVES, AND CONTENT OUTLINES. POSITIVE FEEDBACK FROM PROGRAM PARTICIPANTS, AN APPENDED PROGRAM EVALUATION PERFORMED BY AN INDEPENDENT RESEARCHER BY MEANS OF INTERVIEWS USING A SURVEY INSTRUMENT, AND A COMPARISON OF PARTICIPANT SCORES WITH SCORES ACHIEVED BY THOSE IN A STATE MANPOWER TRAINING PROGRAM REVEALED THE PROGRAM'S SUCCESS. A DETAILED PROGRAM RATIONALE PRECEDES THE 12 LESSONS AND A DISCUSSION OF THE PROGRAM'S RESULTS. (AG)

VT 018 769   ED 072 282
POWERS, THOMAS F.
DEVELOPMENT OF A VALIDATED INSTRUCTIONAL SYSTEM FOR HOSPITALITY EDUCATION. FIRST ANNUAL REPORT.

PENNSYLVANIA STATE UNIV., UNIVERSITY PARK. FOOD SERVICE AND HOUSING ADMINISTRATION.
PENNSYLVANIA RESEARCH COORDINATING UNIT FOR VOCATIONAL EDUCATION, HARRISBURG.
EDRS PRICE MF-$0.65 HC-$13.16.
PUB DATE - 01JUL72 328P.

DESCRIPTORS - PRACTICUMS; PSYCHOMOTOR OBJECTIVES; COGNITIVE OBJECTIVES; AUTOINSTRUCTIONAL AIDS; POST SECONDARY EDUCATION; *MANUALS; *MANAGEMENT EDUCATION; *VOCATIONAL EDUCATION; VOCATIONAL DEVELOPMENT; HUMAN SERVICES; *FOOD SERVICE OCCUPATIONS; SKILL DEVELOPMENT; CURRICULUM DEVELOPMENT; RESOURCE MATERIALS; COURSE CONTENT; *INSTRUCTIONAL SYSTEMS
IDENTIFIERS - *HOSPITALITY EDUCATION

ABSTRACT - FUNDED BY A GRANT FROM PENNSYLVANIA'S RESEARCH COORDINATING UNIT, THREE KEY SEMINAR-PRACTICUM COURSES WERE DESIGNED FOR PSYCHOMOTOR AND COGNITIVE SKILLS DEVELOPMENT IN THE FOOD SERVICE AREA OF POST-SECONDARY HOSPITALITY EDUCATION. THIS 36-WEEK, 3-COURSE SEQUENCE UTILIZES WEEKLY SEMINARS, SELF-INSTRUCTIONAL PACKAGES, AND "REAL-LIFE" EXPERIENCES IN FOOD PRODUCTION PROBLEMS, FOODS ADMINISTRATION, AND FOOD SYSTEMS COMPONENTS. THE EXTENSIVE COLOR-KEYED INSTRUCTIONAL MATERIALS CONTAIN TEN LESSONS AND SKILL DESCRIPTIONS WHICH INCLUDE REQUIRED READING MATERIALS, RELATED QUESTIONS, STUDENT WORKSHEETS, AND ANSWER KEYS. A WIDE RANGE OF VISUAL AIDS ILLUSTRATES THE TEXT, WHICH IS 3-HOLE PUNCHED FOR EASE IN INSERTION AND REMOVAL OF PAGES. THE FIRST ANNUAL REPORT CONCERNING THE DEVELOPMENT OF THESE INSTRUCTIONAL MATERIALS PRECEDES THE TEN UNITS, WHICH INCLUDE VARIOUS RESOURCE MATERIALS AND A PILOT FORM OF A VOCATIONAL COMMITMENT INDEX. (AG)

VT 018 782
ADGERTON, A.H.
YOUR CAREER INFORMATION KIT AND HOW TO USE IT.

DOCUMENT NOT AVAILABLE FROM EDRS.
5122-08011
SCIENCE RESEARCH ASSOCIATES, INC., SUB. OF IBM, 259 E. ERIE ST., CHICAGO, IL 60611
PUB DATE -   71 32P. PMM COLLECTION

DESCRIPTORS - *CAREER EDUCATION; INSTRUCTIONAL MATERIALS; *OCCUPATIONAL INFORMATION; SECONDARY GRADES; POST SECONDARY EDUCATION; CAREER CHOICE; CAREER PLANNING; *CAREER OPPORTUNITIES; EMPLOYMENT OPPORTUNITIES; OCCUPATIONAL CHOICE; *OCCUPATIONS; *OCCUPATIONAL GUIDANCE; JOB MARKET; JOB APPLICANTS; CAREERS; VOCATIONAL COUNSELING
IDENTIFIERS - SELF AWARENESS; EDUCATIONAL AWARENESS; *CAREER AWARENESS

ABSTRACT - THIS 600-ITEM KIT CONTAINS: (1) DETAILED DESCRIPTIONS OF JOBS, DUTIES, LOCATION, WORKING CONDITIONS, EARNINGS, ADVANCEMENT OPPORTUNITIES, AND OTHER VITAL INFORMATION, (2) A SELECTION OF THE

MAIN OCCUPATIONAL OUTLETS IN THE UNITED STATES, (3) A TREATMENT OF FACTORS THAT TEND TO INCREASE OR DECREASE THE OPPORTUNITY FOR EMPLOYMENT IN VARIOUS VOCATIONS, (4) DESCRIPTIONS OF SYSTEMATIC PROCEDURES HELPFUL IN CHOOSING AND PLANNING A CAREER, (5) A REVIEW OF ADVANTAGES AND DISADVANTAGES FOR JOB-HUNTING TECHNIQUES, (6) AN ANALYSIS OF FACTORS HELPFUL IN GETTING AND HOLDING A JOB, (7) AN INDEX, AND (8) INSTRUCTIONS FOR USE OF THE KIT. THE KIT IS GEARED TO SECONDARY AND POST-SECONDARY STUDENTS. (PM)

VT 018 787 ED 073 258
WORKSHOP IN THE PREPARATION OF MEASURABLE PERFORMANCE OBJECTIVES.

FRESNO CITY COLL., CALIF. DIV. OF TECHNICAL AND INDUSTRIAL EDUCATION.; CALIFORNIA COMMUNITY COLLEGES, SACRAMENTO.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
EDRS PRICE MF-$0.65 HC-$6.58.
PUB DATE - 71 180P.

DESCRIPTORS - *POST SECONDARY EDUCATION; *VOCATIONAL EDUCATION; TRADE AND INDUSTRIAL EDUCATION; VOCATIONAL EDUCATION TEACHERS; JUNIOR COLLEGES; COMMUNITY COLLEGES; INSERVICE TEACHER EDUCATION; *TEACHER WORKSHOPS; *BEHAVIORAL OBJECTIVES; EDUCATIONAL ACCOUNTABILITY; *PERFORMANCE CRITERIA; TASK PERFORMANCE; GOAL ORIENTATION
IDENTIFIERS - *FRESNO CITY COLLEGE

ABSTRACT - IN ORDER TO PRODUCE MEASURABLE PERFORMANCE OBJECTIVES FOR EVERY VOCATIONAL EDUCATION PROGRAM IN THE TECHNICAL AND INDUSTRIAL DIVISION AT A FRESNO COMMUNITY COLLEGE, AN EDUCATIONAL CONSULTANT LED A 4-DAY WORKSHOP FOR 33 COMMUNITY COLLEGE INSTRUCTORS. FUNDED UNDER THE VOCATIONAL EDUCATION ACT OF 1968 IN COOPERATION WITH THE CALIFORNIA COMMUNITY COLLEGES AND THE STATE DEPARTMENT OF EDUCATION, THIS REPORT PRESENTS PERFORMANCE OBJECTIVES DEVELOPED WITHIN EACH INSTRUCTOR'S FIELD. ALTHOUGH EACH OF THE 33 INSTRUCTORS WAS REQUIRED TO PREPARE THE SATISFACTORY MEASURABLE PERFORMANCE OBJECTIVES, ONLY 25 COMPLETED THESE ASSIGNMENTS. FOR EACH GENERAL GOAL, A DESIRED OUTCOME, A PERFORMANCE CRITERION, A RATIONALE, AND CONDITIONS REQUIRED FOR PERFORMING THE OBJECTIVES ARE PROVIDED. FOR THE SPECIFIC TASKS GIVEN TO MEET EACH GOAL, RATIONALES, PERFORMANCE OBJECTIVES, REQUIREMENTS FOR TASK PERFORMANCE, AND PERFORMANCE CRITERIA ARE INCLUDED. THE COMPLETED OBJECTIVES ARE GROUPED ALPHABETICALLY BY PROGRAM TOPICS, RANGING FROM AGRICULTURE TO POLICE SCIENCE. FOLLOW-UP WORK, INCLUDING TASK ANALYSES AND IN-SERVICE TRAINING, IS BEING PLANNED. (AG)

VT 018 851
FOOD SERVICES OPERATIONS.

NAVAL SUPPLY SYSTEMS COMMAND, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
NAVSUP-PUB-421
PUB DATE - JAN71 496P.

DESCRIPTORS - *MANUALS; *FOOD SERVICE; ADMINISTRATIVE ORGANIZATION; VISUAL AIDS; BASIC SKILLS; FOOD SERVICE WORKERS; RESOURCE MATERIALS; *SEQUENTIAL APPROACH; *MILITARY TRAINING; TEXTBOOKS; SANITATION; ADULT VOCATIONAL EDUCATION; VOCATIONAL DEVELOPMENT; *FOODS INSTRUCTION; PRODUCTION TECHNIQUES
IDENTIFIERS - *NAVAL SUPPLY SYSTEMS

ABSTRACT - THIS TRAINING MANUAL, INTENDED TO PROVIDE FOOD SERVICE PERSONNEL IN THE NAVY'S SUPPLY SYSTEM WITH BASIC INFORMATION NEEDED TO ACHIEVE AN EFFECTIVE FOOD OPERATION, FOCUSES ON SUCH FOOD OPERATIONS AS INSPECTION AND STORAGE OF FOOD ITEMS, SANITATION AND SAFETY PRACTICES, MENU PLANNING, FOOD PREPARATION, AND FOOD PRESENTATION. GENERAL TRAINING INFORMATION, APPENDED RESOURCE MATERIALS, AND A GLOSSARY ARE INCLUDED. A WIDE RANGE OF VISUAL AIDS ILLUSTRATES THE TEXT, WHICH IS

TABBED AND 3-HOLE PUNCHED FOR EASE IN INSERTION AND REMOVAL OF SHEETS. THIS DOCUMENT WAS DEVELOPED WITH THE AID OF NAVAL FOOD MANAGEMENT PERSONNEL, A PROFESSOR OF FOOD MANAGEMENT WHO WAS A FORMER COMMANDER OF THE NAVAL RESERVE SUPPLY CORPS, AND A NATIONAL FOOD ADVISORY COMMITTEE. THIS TEXTBOOK IS ORGANIZED IN THE SEQUENCE IN WHICH SPECIFIC TASK PERFORMANCES TAKE PLACE. THE FUNDAMENTALS OF GOOD FOOD SERVICE ARE THEREFORE DISCUSSED PRIOR TO OUTLINING BASIC PRINCIPLES AND PHASES OF FOOD PRODUCTION AND PRESENTING SUGGESTIONS ENCOMPASSING THE PLANNING AND ORGANIZATION OF A FOOD SERVICE DIVISION TRAINING PROGRAM. (AG)

VT 018 880 ED 072 308
INVESTIGATING CAREER OPPORTUNITIES. CURRICULUM GUIDE.

LITTLE ROCK PUBLIC SCHOOLS, ARK.
EDRS PRICE MF-$0.65 HC-$13.16.
PUB DATE - SEP72 340P.

DESCRIPTORS - *CURRICULUM GUIDES; CLUSTER GROUPING; SECONDARY GRADES; VOCATIONAL DEVELOPMENT; *CAREER EDUCATION; *CAREER OPPORTUNITIES; *CAREER PLANNING; SELF EVALUATION; RESOURCE MATERIALS; INDUSTRIAL EDUCATION; BUSINESS EDUCATION; HOME ECONOMICS EDUCATION; BEHAVIORAL OBJECTIVES; TEACHING PROCEDURES; *OCCUPATIONAL CLUSTERS; TRANSPARENCIES
IDENTIFIERS - VOCATIONAL EDUCATION AMENDMENTS OF 1968; *CAREER AWARENESS

ABSTRACT - THIS CURRICULUM GUIDE, DEVELOPED BY A PROJECT COMMITTEE OF ADMINISTRATORS, SUPERVISORS, INSTRUCTORS, AND A COUNSELOR IN THE AREAS OF INDUSTRIAL AND VOCATIONAL EDUCATION, CONTAINS THREE EXTENSIVE 12-WEEK LABORATORY UNITS AT THE JUNIOR HIGH SCHOOL LEVEL COVERING CAREERS IN THE OCCUPATIONAL CLUSTERS OF BUSINESS EDUCATION, HOME ECONOMICS, AND INDUSTRIAL EDUCATION. FUNDED UNDER THE VOCATIONAL EDUCATION AMENDMENTS OF 1968, THIS COURSE IS INTENDED TO PROVIDE AN OVERVIEW OF CAREER OPPORTUNITIES, TECHNIQUES FOR SELF-APPRAISAL, AND HELP IN CHOOSING COURSES LEADING TO THE STUDENTS' OCCUPATIONAL GOALS. IN A 2-COLUMN FORMAT, TEACHING PROCEDURES ARE CORRELATED WITH RESOURCE LISTS OF TRANSPARENCIES AND STUDENT HANDOUTS INCLUDED WITH EACH UNIT. A COURSE RATIONALE, APPENDED STUDENT WORKSHEETS, TIME ALLOTMENTS, AND DETAILED BEHAVIORAL OBJECTIVES ARE PROVIDED. FINAL EVALUATION QUESTIONS ARE GIVEN FOR EACH UNIT. (AG)

VT 018 993 ED 073 288
MCMINN, J.H., COMP.; MORRIS, KEN, COMP.
CAREER EDUCATION: A HANDBOOK FOR PROGRAM INITIATION.

MISSISSIPPI STATE DEPT. OF EDUCATION, JACKSON. DIV. OF VOCATIONAL AND TECHNICAL EDUCATION.
EDRS PRICE MF-$0.65 HC-$6.58.
PUB DATE - JUL72 134P.

DESCRIPTORS - *CAREER EDUCATION; *VOCATIONAL DEVELOPMENT; SKILL DEVELOPMENT; ELEMENTARY GRADES; INTERMEDIATE GRADES; SECONDARY GRADES; *RESOURCE GUIDES; *PROGRAM DEVELOPMENT; LEARNING ACTIVITIES; CAREER PLANNING; ADMINISTRATOR RESPONSIBILITY; TEACHER RESPONSIBILITY
IDENTIFIERS - CAREER AWARENESS; CAREER EXPLORATION

ABSTRACT - THIS COMPILATION OF IDEAS, SAMPLE ACTIVITIES, AND OTHER INFORMATION HAS BEEN PREPARED FOR USE BY CLASSROOM TEACHERS, COUNSELORS, CAREER EDUCATION LEADERS, AND SCHOOL ADMINISTRATORS IN INITIATING CAREER EDUCATION PROGRAMS. SECTION OF THE HANDBOOK PROVIDE: (1) A DESCRIPTION OF THE CAREER-CENTERED CURRICULUM, WHICH IS A CURRICULUM DESIGNED TO HELP STUDENTS DEVELOP SOCIO-LOGICAL, PSYCHOLOGICAL, AND OCCUPATIONAL SKILLS THROUGH A DEVELOPMENTAL PROGRAM DIVIDED INTO STAGES OF CAREER AWARENESS, EXPLORATION, PREPARATION, AND CONTINUING EDUCATION, (2) A LISTING OF THE

RESPONSIBILITIES OF THE ADMINISTRATOR, CAREER EDUCATOR, OCCUPATIONAL ORIENTATION TEACHERS, COUNSELOR, TEACHER, AND TEACHER AIDES IN THE CAREER EDUCATION PROGRAMS, (3) A CHART ILLUSTRATING CAREER DEVELOPMENT CONCEPTS AT THE PRIMARY, INTERMEDIATE, AND SECONDARY GRADE LEVELS, (4) A GUIDE FOR PLANNING CAREER ACTIVITIES BASED ON DEVELOPMENTAL TASKS AND CHARACTERISTIC REACTIONS OF CERTAIN STAGES OF DEVELOPMENT, AND (5) A LISTING OF CAREER ACTIVITIES. THE ACTIVITIES, WHICH ARE DIVIDED INTO ELEMENTARY, MIDDLE SCHOOL, AND HIGH SCHOOL LEVELS, CONSIST OF INSTRUCTIONAL PROCEDURES, RESOURCES, AND MATERIALS KEYED TO UNITS OF STUDY AND SUBJECT MATTER AREAS. (SB)

VT 019 008
NEW, EXPANDED MODELS' HANDBOOK.

CAREERS RESEARCH, INC.,
MINNEAPOLIS, MINN.
DOCUMENT NOT AVAILABLE FROM EDRS.
5088-09181
CAREERS RESEARCH, INC., 4725
EXCELSIOR BOULEVARD, MINNEAPOLIS,
MINNESOTA 55416 ($5.95)
PUB DATE - 71 172P. PMM
COLLECTION

DESCRIPTORS - *SUPPLEMENTARY REFERENCE MATERIALS; *CAREER OPPORTUNITIES; CAREER EDUCATION; MARKETING; SECONDARY GRADES; WORKING WOMEN; INDEPENDENT READING; *VOCATIONAL COUNSELING; *OCCUPATIONAL INFORMATION
IDENTIFIERS - CAREER AWARENESS; ECONOMIC AWARENESS

ABSTRACT - THIS HANDBOOK DESCRIBING A MODEL'S WORLD, IS DESIGNED FOR USE BY STUDENTS IN GRADES 11 AND 12. THE QUALITIES NEEDED FOR EACH TYPE OF MODELING AS WELL AS SPECIFIC KINDS OF OPPORTUNITIES FOR MODELS OF DIFFERENT AGES AND ATTRIBUTES ARE DISCUSSED. ADDITIONAL TOPICS INCLUDE: (1) MODELING OPPORTUNITIES IN EACH STATE, (2) THE ROLE OF THE MODEL AGENCY, (3) PART-TIME MODELING OPPORTUNITIES, (4) WHERE, HOW, AND TO WHOM TO APPLY, AND (5) PAY, BENEFITS AND WORKING CONDITIONS. ADVICE ON HOW TO BEGIN AND HOW TO CONTINUE SUCCESSFULLY IN MODELING ARE INCLUDED. (PM)

VT 019 009
RAY, E. ROY
WHAT DOES AN AIRLINE CREW DO.

DOCUMENT NOT AVAILABLE FROM EDRS.
7103-09055
DODD, MEAD & CO., 79 MADISON AVE.,
NEW YORK, N.Y. 10016
PUB DATE - 68 64P. PMM
COLLECTION

DESCRIPTORS - CAREER EDUCATION; *RESOURCE MATERIALS; INSTRUCTIONAL MATERIALS; ELEMENTARY GRADES; SECONDARY GRADES; SOCIAL SCIENCES; *TRANSPORTATION; INDEPENDENT STUDY; AIRPORTS; *AIRCRAFT PILOTS; *OCCUPATIONAL INFORMATION
IDENTIFIERS - EDUCATIONAL AWARENESS; *CAREER AWARENESS; ATTITUDES APPRECIATIONS

ABSTRACT - WRITTEN FOR STUDENTS IN GRADES 6,7,8, AND 9, THIS TEXT WITH ACTION PHOTOGRAPHS TAKES THE STUDENT BEHIND THE SCENES TO LEARN THE JOBS OF AN AIRLINE CREW. THE CAPTAIN, OR CHIEF PILOT IS IN COMMAND OF HIS AIRPLANE. HIS FLIGHT CREW, FIRST OFFICER OR CO-PILOT, FLIGHT ENGINEER, AND SOMETIMES A SECOND OFFICER OPERATE THE CRAFT. THE CABIN SERVICE CREW STEWARDESSES AND OCCASIONALLY A STEWARD LOOK AFTER THE PASSENGERS. THE READER WILL SEE THEM AT WORK, BEING BRIEFED FOR A FLIGHT, IN TAKE OFF AND LANDING, SERVING MEALS, AND TAKING CARE OF SPECIAL PERSONS. TRAINING AND QUALIFICATIONS, REFRESHER COURSES, ADVANTAGES, AND DISADVANTAGES OF THE WORK, ARE PRESENTED IN NARRATIVE FORM. (PM)

VT 019 134
MORTON, ALEXANDER CLARK
THE 1972-73 AIRLINE GUIDE TO STEWARDESS CAREERS.

DOCUMENT NOT AVAILABLE FROM EDRS.
ARCO PUBLISHING COMPANY, INC., 219
PARK AVENUE SOUTH, NEW YORK, NY

10003 ($3.95)
PUB DATE - 72 127P. 5TH EDITION.

DESCRIPTORS - *CAREER OPPORTUNITIES; CAREER PLANNING; CAREER CHOICE; *JOB APPLICATION; *ENTRY WORKERS; EMPLOYMENT QUALIFICATIONS; *TRANSPORTATION; GUIDES; HUMAN SERVICES; *OCCUPATIONAL INFORMATION

ABSTRACT - THIS ANNUAL PUBLICATION BY A FLIGHT SERVICE MAGAZINE IS DIRECTED TOWARD THOSE WHO ARE INTERESTED IN A CAREER AS STEWARD OR STEWARDESS. DESIGNED PRIMARILY TO AID IN THE SELECTION OF AN AIRLINE FOR TRAINING AND EMPLOYMENT, THE GUIDE PRESENTS, IN SYNOPSIS FORM, INFORMATION ON ELEGIBILITY REQUIREMENTS, TRAINING, PAY, ROUTES, AND BENFITS FOR EVERY AIRLINE IN THE UNITED STATES, CANADA, AND THE CARIBBEAN. AN INTRODUCTORY SECTION OFFERS SUGGESTIONS FOR USING THE GUIDE AS WELL AS TECHNIQUES OF APPLICATION AND INTERVIEW. MANY PHOTOGRAPHS DEPICTING UNIFORMS OF EACH AIRLINE AND VARIOUS ASPECTS OF THEIR TRAINING PROGRAMS ARE INCLUDED. (KH)

VT 019 224
COOMBS, JUDITH, AND OTHERS
CHILD CARE: THE BABYSITTER.

ORANGE COUNTY PUBLIC SCHOOLS, ORLANDO, FLA.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 191P.

DESCRIPTORS - *VOCATIONAL EDUCATION; *STUDY GUIDES; *CHILD CARE; EDUCATIONAL OBJECTIVES; COURSE CONTENT
IDENTIFIERS - EMPLOYMENT SKILLS; EDUCATIONAL AWARENESS

ABSTRACT - PREPARED BY A VOCATIONAL TECHNICAL CENTER IN FLORIDA, THIS STUDY IS DESIGNED TO GIVE THE PROSPECTIVE BABYSITTER ADVANCED TRAINING IN CHILD CARE. THIS SELF-STUDY GUIDE CONTAINS TASK LISTING SHEETS, A LIST OF JOB PREREQUISITES AND PREREQUISITE TESTS, A NUMBER OF AUTOINSTRUCTIONAL UNITS, EACH OF WHICH CONTAINS AN ENUMERATION OF SPECIFIC LEARNING OBJECTIVES, A LIST OF ACTIVITIES, MATERIALS, AND RESOURCES, WORKSHEET FORMS, PLUS PRE- AND POSTTESTS. EACH UNIT DEALS WITH A SEPARATE TASK SOME OF WHICH INCLUDE THE FOLLOWING: (1) RESPONSIBILITIES OF THE BABYSITTER, (2) THE EFFECTS OF A NEW BABY ON THE FAMILY, (3) FEEDING AND CLOTHING THE BABY OR TODDLER, AND (4) PLAYING WITH THE CHILD. AN EVALUATION SHEET IS INCLUDED AT THE END OF EACH UNIT. (DL)

VT 019 237
O'REILLEY, WILLIAM
ART AND DESIGN--PAINTERS, VOLUME IV.

NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION.; MIDDLESEX COUNTY VOCATIONAL AND TECHNICAL HIGH SCHOOLS, NEW BRUNSWICK, N.J.; RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. CURRICULUM LAB.
MF AVAILABLE IN VT-ERIC SET.
N.J. VOC-TECH CURRICULUM LABORATORY, RUTGERS UNIVERSITY, BUILDING 4103, KILMER CAMPUS, NEW BRUNSWICK, N.J. 08903 ($1.50)
PUB DATE - JUL57 94P.

DESCRIPTORS - *CURRICULUM GUIDES; *INSTRUCTIONAL MATERIALS; SECONDARY GRADES; *VOCATIONAL EDUCATION; *PAINTING; DESIGN; ART; *COURSE CONTENT; EDUCATIONAL OBJECTIVES
IDENTIFIERS - CAREER AWARENESS; EMPLOYMENT SKILLS

ABSTRACT - ONE OF A SERIES OF CURRICULUM MATERIALS ON VOCATIONAL EDUCATION, THIS DOCUMENT ON ART AND DESIGN CONSISTS OF THREE BASIC UNITS OF INSTRUCTION INCLUDING THE FOLLOWING: (1) DEVELOPMENT OF LAYOUTS, (2) POSTERS AND SIGNS, AND (3) DECORATION. EACH UNIT INCLUDES A SERIES OF INFORMATION SHEETS ON WHICH ARE INCLUDED A SPECIFIC STATEMENT OF THE OBJECTIVES TO BE ATTAINED, RELATED INFORMATION, AND ASSIGNMENTS. ALSO INCLUDED IN EACH UNIT ARE JOB SHEETS WHICH ATTEMPT TO COORDINATE THE USE OF TOOLS AND MATERIALS WITH SPECIFIC

INSTRUCTIONAL PROCEDURES. EACH UNIT CONTAINS A NUMBER OF DRAWINGS AND AN ACHIEVEMENT TEST. (DL)

VT 019 239
O'REILLEY, WILLIAM
ART AND DESIGN--PAINTERS, VOLUME I.

NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION.; MIDDLESEX COUNTY VOCATIONAL AND TECHNICAL HIGH SCHOOLS, NEW BRUNSWICK, N.J.; RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. CURRICULUM LAB.
MF AVAILABLE IN VT-ERIC SET.
N.J. VOC-TECH CURRICULUM LABORATORY, RUTGERS UNIVERSITY, BUILDING 4103, KILMER CAMPUS, NEW BRUNSWICK, N.J. 08903 ($1.50)
PUB DATE - JUL57 118P.

DESCRIPTORS - *STUDY GUIDES; SECONDARY GRADES; *VOCATIONAL EDUCATION; UNIT PLANS; ART; DESIGN; *PAINTING; *EDUCATIONAL OBJECTIVES; *COURSE CONTENT; REFERENCE MATERIALS
IDENTIFIERS - BEGINNING COMPETENCE; EMPLOYMENT SKILLS

ABSTRACT - THIS STUDENT GUIDE ON ART AND DESIGN IS THE FIRST VOLUME IN A 3-VOLUME SERIES RELATING TO VOCATIONAL TRAINING IN PAINTING AND DECORATING. THE THREE UNITS OF STUDY INCLUDED IN THE BOOKLET ARE: (1) USE OF DRAWING INSTRUMENTS, (2) LETTERING, AND (3) ELEMENTS AND PRINCIPLES OF DESIGN. EACH UNIT CONTAINS AN INFORMATION SHEET, JOB SHEETS, AND AN ACHIEVEMENT TEST. EACH OF THE SHEETS CONTAINS CLEARLY-SPECIFIED OBJECTIVES, CONTENT MATERIAL AND TASK PROCEDURES, ASSIGNMENTS, AND REFERENCE MATERIALS. NUMEROUS DRAWINGS ARE PROVIDED THROUGHOUT THE DOCUMENT. (DL)

VT 019 255
COOKE, RUDOLPH C.
THE GARMENT INDUSTRY: A UNIT IN THE CONSUMER AND HOMEMAKING OCCUPATIONS CLUSTER. JUNIOR HIGH SCHOOL UNIT FOR GRADES 7-9.

ORANGE COUNTY PUBLIC SCHOOLS, ORLANDO, FLA.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 21P.

DESCRIPTORS - *INSTRUCTIONAL MATERIALS; *CURRICULUM GUIDES; SECONDARY GRADES; *OCCUPATIONAL HOME ECONOMICS; *COURSE CONTENT; *BEHAVIORAL OBJECTIVES; LEARNING ACTIVITIES; EVALUATION; RESOURCE MATERIALS; VOCATIONAL EDUCATION
IDENTIFIERS - GARMENT INDUSTRY; CAREER AWARENESS; ATTITUDES APPRECIATIONS

ABSTRACT - THIS SEVENTH TO NINTH GRADE TEACHING UNIT IS DESIGNED TO DEVELOP IN SECONDARY LEVEL STUDENTS THE AWARENESS, KNOWLEDGE AND APPRECIATION OF THE GARMENT INDUSTRY AND THE OPPORTUNITIES IN THIS AREA. THE UNIT CONTAINS (1) A LIST OF BEHAVIORAL OBJECTIVES AND CONCEPTS, (2) AN OUTLINE OF SUBJECT MATTER TO BE COVERED IN THE UNIT, (3) A DESCRIPTION OF THE MATERIALS AND EQUIPMENT NECESSARY FOR THE INDUSTRY, (4) A LIST OF STUDENT MATERIALS, (5) AN EVALUATION SECTION, AND (6) A BIBLIOGRAPHY. (AUTHORS/DL)

VT 019 340 ED 073 324
BASLYK, LYDIA, COMP.
ANNOTATED BIBLIOGRAPHY ON CAREER EDUCATION.

RHODE ISLAND COLL., PROVIDENCE. CURRICULUM RESOURCES CENTER.
EDRS PRICE MF-$0.65 HC-$3.29.
PUB DATE - FEB73 24P.

DESCRIPTORS - *CAREER EDUCATION; *ANNOTATED BIBLIOGRAPHIES; VOCATIONAL EDUCATION; HUMANITIES; AUDIOVISUAL AIDS; *CURRICULUM DEVELOPMENT; *VOCATIONAL DEVELOPMENT; ABSTRACTS; BOOKS; MICROFICHE; *INSTRUCTIONAL MATERIALS
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS ANNOTATED BIBLIOGRAPHY ON CAREER EDUCATION PROVIDES DESCRIPTIONS OF MATERIALS AVAILABLE AT THE CURRICULUM RESOURCES CENTER, GROUPED INTO THESE CATEGORIES: (1) BOOKS, (2) CASSETTES, (3) FILMSTRIP KITS, (4) GUIDEBOOKS FOR CURRICULUM DEVELOPMENT, (5) MICROFICHE, (6) MULTIMEDIA KITS, AND (7) BIBLIOGRAPHIES. EACH ANNOTATION MENTIONS, AS APPROPRIATE, THE TOPICS COVERED IN THE DOCUMENT, THE PURPOSE OF THE DOCUMENT, THE TARGET AUDIENCE, LOCAL CATALOG NUMBERS AND THE TYPE OF DOCUMENT. (AG)

VT 019 406
CLEMENTS, IRENE;COFFEY, JUDY
HOME ECONOMICS I: BASIC CORE, NINTH GRADE.

OKLAHOMA STATE BOARD OF VOCATIONAL AND TECHNICAL EDUCATION, STILLWATER.
MF AVAILABLE IN VT-ERIC SET.
STATE DEPT. OF VOC. & TECH. ED., THE CURRICULUM AND INSTRUCTIONAL MATERIALS CENTER, 1515 WEST SIXTH AVENUE., STILLWATER, OKLAHOMA 74074
PUB DATE - 72 648P.

DESCRIPTORS - HUMANITIES; GRADE 9; *STATE CURRICULUM GUIDES; BEHAVIORAL OBJECTIVES; VISUAL AIDS; TEACHING PROCEDURES; *HOME ECONOMICS EDUCATION; *OCCUPATIONAL HOME ECONOMICS; CAREER EDUCATION; VOCATIONAL DEVELOPMENT; *CORE CURRICULUM; LEARNING ACTIVITIES; *WORKSHEETS; ANSWER KEYS; STUDENT TESTING
IDENTIFIERS - *OKLAHOMA; BEGINNING COMPETENCE

ABSTRACT - DEVELOPED BY TWO STATE VOCATIONAL CURRICULUM SPECIALISTS WITH THE AID OF A COMMITTEE OF TEACHERS AND TEACHER EDUCATORS, THIS CORE CURRICULUM FOR ALL GRADE 9 HOME ECONOMICS STUDENTS PRESENTS BASIC SKILLS AND KNOWLEDGE COVERED IN 60 PERCENT OF THE CLASS TIME. INTENDED FOR HOMEMAKING AND FAMILY LIFE EDUCATION, OCCUPATIONAL HOME ECONOMICS, AND PREPROFESSIONAL EDUCATION, THIS COLOR-KEYED STATE CURRICULUM GUIDE FOCUSES ON THESE EIGHT TOPICS: (1) CAREER EXPLORATION, (2) CHILD DEVELOPMENT, (3) CLOTHING AND TEXTILES, (4) CONSUMER EDUCATION, (5) FOOD AND NUTRITION, (6) HEALTH, (7) HOUSING AND HOME FURNISHINGS, AND (8) PERSONAL AND FAMILY RELATIONS. A WIDE RANGE OF SUBTOPICAL INSTRUCTIONAL UNITS INCLUDE GENERAL AND SPECIFIC BEHAVIORAL OBJECTIVES, TEACHING PROCEDURES, LEARNING ACTIVITIES, INFORMATION SHEETS, AND ASSIGNMENT SHEETS. JOB SHEETS, TIME ALLOTMENTS, UNIT OUTLINES, VISUAL AIDS, TESTS, AND ANSWER KEYS ARE PROVIDED. A RATIONALE AND DETAILED INSTRUCTIONS FOR THE TEACHER ARE PRESENTED. (AG)

VT 019 526
CHAPMAN, ELWOOD N.
YOUR ATTITUDE IS SHOWING: A PRIMER ON HUMAN RELATIONS.

DOCUMENT NOT AVAILABLE FROM EDRS.
SCIENCE RESEARCH ASSOCIATES, CHICAGO, ILLINOIS 60611 ($3.95)
PUB DATE - 72 215P.

DESCRIPTORS - *HUMAN RELATIONS; *VOCATIONAL ADJUSTMENT; OCCUPATIONAL GUIDANCE; *CASE STUDIES; EMPLOYMENT PROBLEMS; VISUAL AIDS; *WORK ATTITUDES; ANSWER KEYS; PRODUCTIVITY; *INTERPERSONAL COMPETENCE; PROBLEM SOLVING

ABSTRACT - THIS REVISED EDITION OF A BASIC PRIMER IN HUMAN RELATIONS FOR JOB SITUATIONS WILL PROVE USEFUL BOTH AS A TRAINING TOOL AND AS A REFERENCE. IN ORDER TO PROMOTE POSITIVE ATTITUDES, ESPECIALLY FOR STUDENTS STARTING OUT IN THE WORLD OF WORK, VARIOUS TOPICS ARE DISCUSSED, ILLUSTRATED BY MEANS OF 20 CASE PROBLEMS. OFFERING SUGGESTED ANSWERS FOR THESE EMPLOYMENT PROBLEMS, THIS TEXT PROVIDES VALUABLE SUGGESTIONS IN SUCH AREAS AS IMPROVING PRODUCTIVITY, INTERPERSONAL RELATIONSHIPS, HOW TO SUCCEED ON THE JOB, AND COMMON MISTAKES TO AVIOD. CARTOONS ARE INCLUDED WITH EACH CHAPTER. THIS DOCUMENT IS RELATED TO AN ASSIGNMENT MANUAL AND ANSWER BOOK AVAILABLE AS VT 019 527, IN THIS ISSUE. (AG)

VT 019 527
ROBERTSON, JACK E.
YOUR ATTITUDE IS SHOWING,

ASSIGNMENT MANUAL AND ANSWER BOOK.

TEXAS UNIV., AUSTIN. DIV. OF EXTENSION.
DOCUMENT NOT AVAILABLE FROM EDRS. INSTRUCTIONAL MATERIALS, DIVISION OF EXTENSION, THE UNIVERSITY OF TEXAS, AUSTIN, TEXAS 78712 (MANUAL $1.00; ANSWER BOOK $1.50)
PUB DATE - 72 58P. SECOND EDITION, REVISED, 1972

DESCRIPTORS - HUMAN RELATIONS; VOCATIONAL ADJUSTMENT; INSTRUCTIONAL MATERIALS; *ASSIGNMENTS; *MANUALS; WORK ATTITUDES; *INTERPERSONAL COMPETENCE; PROBLEM SOLVING; EMPLOYMENT PROBLEMS; *ATTITUDES; BEHAVIOR DEVELOPMENT; *WORKBOOKS

ABSTRACT - A COMPLEMENT TO THE TEXT, "YOUR ATTITUDE IS SHOWING," THIS ASSIGNMENT MANUAL IS AN ATTEMPT TO INDIVIDUALIZE INSTRUCTION IN HUMAN RELATIONS AND ATTITUDE DEVELOPMENT. COMPOSED OF STUDY QUESTIONS AND AN ANSWER BOOK, THE MANUAL CONTAINS NUMBERED ASSIGNMENTS TITLED TO CORRESPOND WITH TOPICS AND PROJECTS IN THE TEXT WHICH ALLOW THE STUDENT THE EXERCISE OF SELF EXPRESSION AND CREATIVITY. THE RELATED DOCUMENT IS AVAILABLE AS VT 019 526, IN THIS ISSUE. (SN)

VT 019 629
THE WHEEL OF OPPORTUNITIES: AMERICAN STUDIES, VOCATIONAL CURRICULUM UNITS. A HANDBOOK FOR TEACHERS.

PRESTON COUNTY BOARD OF EDUCATION, KINGWOOD, W. VA.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 265P.

DESCRIPTORS - *TEACHING GUIDES; *CURRICULUM GUIDES; *CAREER EDUCATION; SECONDARY GRADES; VOCATIONAL FOLLOWUP; *COURSE CONTENT; EDUCATIONAL OBJECTIVES; LEARNING ACTIVITIES; AGRICULTURAL EDUCATION; DISTRIBUTIVE EDUCATION; HOME ECONOMICS; NURSES AIDES; FOOD SERVICE; CONSTRUCTION INDUSTRY; GRAPHIC ARTS
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS HANDBOOK IS DESIGNED TO ASSIST NINTH GRADE TEACHERS WHO WISH TO PROVIDE INFORMATION ABOUT VARIOUS VOCATIONAL AND TECHNICAL OCCUPATIONS, TO EDUCATE AND PREPARE THE STUDENT FOR DECISION-MAKING, AND TO ACQUAINT TEACHERS WITH THE VOCATIONAL EDUCATION CURRICULUM IN A WEST VIRGINIA SCHOOL SYSTEM. THE FOLLOWING NINE TEACHING UNITS COMPRISE THE SUBSTANCE OF THE HANDBOOK: (1) PRODUCTION AGRICULTURE AND AGRICULTURAL MECHANICS, (2) BUILDING CONSTRUCTION AND BUILDING MAINTENANCE, (3) BUSINESS AND OFFICE EDUCATION, (4) DISTRIBUTIVE EDUCATION, (5) FOOD SERVICES, (6) GRAPHIC ARTS, (7) HOME ECONOMICS, (8) NURSE'S ASSISTANT, AND (9) POWER MECHANICS. EACH UNIT CONTAINS A STATEMENT OF EDUCATIONAL AND INSTRUCTIONAL OBJECTIVES, PROVIDES A LIST OF INSTRUCTIONAL MATERIALS AND CORRESPONDING LEARNING ACTIVITIES, AND PRESENTS CONTENT MATERIAL APROPOS TO EACH UNIT. (DL)

VT 019 883 ED 076 746
COOK, FRED S.; RICHEY, RITA C.
TWO VAE SYSTEM MODELS: A MODEL FOR A COMPETENCY-BASED INSTRUCTIONAL SYSTEM. COMPETENCY-BASED TEACHER EDUCATION SERIES NO. 2.

WAYNE STATE UNIV., DETROIT, MICH. DEPT. OF VOCATIONAL AND APPLIED ARTS EDUCATION.
MICHIGAN STATE DEPT. OF EDUCATION, LANSING. VOCATIONAL EDUCATION AND CAREER DEVELOPMENT SERVICES.
EDRS PRICE MF-$0.65 HC-$3.29.
PUB DATE - NOV72 32P.

DESCRIPTORS - *VOCATIONAL EDUCATION; *PERFORMANCE BASED TEACHER EDUCATION; *EDUCATIONAL ACCOUNTABILITY; *INSTRUCTIONAL SYSTEMS; *MODELS; BEHAVIORAL OBJECTIVES; TEACHER EDUCATION CURRICULUM; SYSTEMS APPROACH; PRESERVICE EDUCATION; PROGRAM DEVELOPMENT; DISTRIBUTIVE

EDUCATION; BUSINESS EDUCATION; FAMILY LIFE EDUCATION; PERFORMANCE CRITERIA
IDENTIFIERS - *PROGRAM IMPLEMENTATION

ABSTRACT - THIS BOOKLET IS ONE IN A SERIES WHICH DESCRIBES A COMPETENCY-BASED TEACHER EDUCATION PROGRAM DEVELOPED BY THE STAFF OF THE DEPARTMENT OF VOCATIONAL AND APPLIED ARTS EDUCATION AT WAYNE STATE UNIVERSITY. THIS BOOKLET DISCUSSES INSTRUCTIONAL SYSTEMS AND ACCOUNTABILITY, WHICH ARE TWO IMPORTANT FACETS OF THE PROGRAM. PART I DESCRIBES A MODEL OF THE COMPETENCY-BASED INSTRUCTIONAL SYSTEM, WHICH UTILIZES A SYSTEMS APPROACH TO PROGRAM DEVELOPMENT. THE ELEMENTS OF THE SYSTEM, INCLUDING COMPETENCIES, PERFORMANCE OBJECTIVES, NEEDS ASSESSMENT, DELIVERY SYSTEM, AND EVALUATION PLUS THE GENERAL PROCEDURES FOLLOWED TO IMPLEMENT THE SYSTEM ARE COVERED. PART II PRESENTS AN ACCOUNTABILITY MODEL DESIGNED TO FACILITATE THE IMPLEMENTATION OF AN INSTRUCTIONAL SYSTEM. THE ACCOUNTABILITY MODEL ALLOWS FOR INPUT FROM THE TEACHER, STUDENT, AND ADMINISTRATION. A BOOKLET DESCRIBING THE COMPETENCIES AND PERFORMANCE OBJECTIVES IS AVAILABLE IN THIS ISSUE AS VT 019 884, AND A PROGRESS REPORT IS AVAILABLE AS VT 019 885 (ARM VOL. 6, NO. 4). (SB)

VT 019 884 ED 076 747
VAE PRE-CERTIFICATION TEACHER EDUCATION PROGRAM: COMPETENCIES AND PERFORMANCE OBJECTIVES. COMPETENCY-BASED TEACHER EDUCATION SERIES NO. 1.

WAYNE STATE UNIV., DETROIT, MICH. DEPT. OF VOCATIONAL AND APPLIED ARTS EDUCATION.
MICHIGAN STATE DEPT. OF EDUCATION, LANSING. VOCATIONAL EDUCATION AND CAREER DEVELOPMENT SERVICES.
EDRS PRICE MF-$0.65 HC-$6.58.
PUB DATE - SEP72 111P.

DESCRIPTORS - *VOCATIONAL EDUCATION; *TEACHING SKILLS; *PERFORMANCE BASED TEACHER EDUCATION; *BEHAVIORAL OBJECTIVES; *TEACHER EDUCATION CURRICULUM; DISTRIBUTIVE EDUCATION; BUSINESS EDUCATION; FAMILY LIFE EDUCATION; CAREER EDUCATION; PRESERVICE EDUCATION; TEACHER CERTIFICATION; PROGRAM DEVELOPMENT; PERFORMANCE CRITERIA

ABSTRACT - THIS BOOKLET IS ONE OF A SERIES WHICH DESCRIBES A COMPETENCY-BASED TEACHER EDUCATION PROGRAM DEVELOPED BY THE STAFF OF THE DEPARTMENT OF VOCATIONAL AND APPLIED ARTS EDUCATION AT WAYNE STATE UNIVERSITY. THE PROGRAM CONSISTS OF COMPETENCIES, PERFORMANCE OBJECTIVES, NEEDS ASSESSMENT, DELIVERY SYSTEMS, AND EVALUATION, AND THIS BOOKLET CONTAINS THE COMPETENCIES AND PERFORMANCE OBJECTIVES. PART I PROVIDES A LIST OF 75 PRE-SERVICE COMPETENCIES FOR DEVELOPING SKILLS PERTAINING TO PLANNING, INSTRUCTION, EVALUATION, GUIDANCE, MANAGEMENT, PUBLIC AND HUMAN RELATIONS, AND PROFESSIONAL ROLE. PART II CONTAINS THE PERFORMANCE OBJECTIVES FOR 10 PROFESSIONAL PRE-SERVICE COURSES, WHICH INCLUDE SIX REQUIRED COURSES COVERING THEORY, METHODS, AND INTERN TEACHING AND FOUR SPECIALIZED COURSES IN BUSINESS AND DISTRIBUTIVE EDUCATION AND HOME AND FAMILY LIVING. COURSE AND OBJECTIVE CODE NUMBERS PLUS A CROSS-REFERENCE BETWEEN THE COMPETENCIES AND PERFORMANCE OBJECTIVES ARE APPENDED. TWO RELATED BOOKLETS ARE AVAILABLE AS VT 019 883 (IN THIS ISSUE) AND VT 019 885 (ARM VOL. 6, NO.4). (SB)

VT 020 009 ED 075 648
INTRODUCING THE SMALL BUSINESS MANAGEMENT COURSE.

SASKATCHEWAN NEWSTART, INC., PRINCE ALBERT.
EDRS PRICE MF-$0.65 HC-$3.29.
PUB DATE - 73 29P.

DESCRIPTORS - COURSE DESCRIPTIONS; PROGRAM COSTS; PROGRAM GUIDES; *AMERICAN INDIANS; EDUCATIONAL PROGRAMS; BUSINESS ADMINISTRATION; ADMINISTRATIVE PERSONNEL;

*MANAGEMENT EDUCATION; *MANAGEMENT; *BUSINESS SKILLS; *BUSINESS; MANPOWER DEVELOPMENT
IDENTIFIERS - CANADA

ABSTRACT - CANADIAN INDIANS FACE THE THREAT OF A LOSS OF THEIR ONCE RICH RESOURCES OF FISH, FUR, AND GAME AS UNDEVELOPED LANDS ARE FILLING WITH TOURISTS AND NEW POPULATIONS. PUBLIC AWARENESS OF THIS SOCIAL PROBLEM HAS PRODUCED GOVERNMENTAL LOANS AND GRANTS FOR BUSINESS UNDERTAKINGS WHICH REQUIRE SOME TRAINING OF RECIPIENTS TO MAKE PRODUCTIVE USE OF THE AVAILABLE FINANCIAL AID. DESIGNED TO ASSIST PEOPLE OF INDIAN ANCESTRY WHO ARE INTERESTED IN PREPARING FOR JOBS AS OWNER-MANAGERS OF THEIR OWN BUSINESSES OR FOR MANAGEMENT POSITIONS WITH BUSINESSES OWNED BY THEIR BAND COUNCILS, COOPERATIVE AND OTHERS, THIS BROCHURE CONTAINS THE RATIONALE, CONTENT AND INSTRUCTIONAL METHODOLOGY UTILIZED IN A MANAGEMENT COURSE FOR SMALL BUSINESSMEN WHICH WAS DEVELOPED BY THE TRAINING RESEARCH AND DEVELOPMENT STATION. SUBJECT AREAS COVERED INCLUDE: (1) MANAGEMENT PROCESS, (2) MARKETING, (3) FINANCE, ACCOUNTING AND BOOKKEEPING, (4) PERSONNEL MANAGEMENT, (5) BUSINESS LAW, (6) PERSONAL FINANCE, (7) BUSINESS COMMUNICATION, (8) PRODUCTION MANAGEMENT, AND (9) OFFICE PROCEDURES. (AUTHOR/SN)

VT 020 190
JAMESON, ROBERT
THE PROFESSIONAL JOB HUNTING SYSTEM: WORLD'S FASTEST WAY TO GET A BETTER JOB.

PERFORMANCE DYNAMICS, INC. VERONA, N.J.
DOCUMENT NOT AVAILABLE FROM EDRS.
PERFORMANCE DYNAMICS, INC., PUBLISHING DIVISION, 17 GROVE AVENUE, VERONA, NEW JERSEY 07044
PUB DATE - 1SEP72 280P. SECOND EDITION.

DESCRIPTORS - *JOB APPLICATION; *EMPLOYMENT INTERVIEWS; JOB MARKET; COMPETITIVE SELECTION; EMPLOYERS; *EMPLOYMENT SERVICES; *CAREER CHANGE; OCCUPATIONAL MOBILITY; *PROFESSIONAL PERSONNEL; ADMINISTRATIVE PERSONNEL

ABSTRACT - THIS IS A "HOW TO" BOOK PRESENTING TECHNIQUES AND CONCEPTS ADVOCATED FOR LOCATING AND SECURING A JOB IN A PROFESSIONAL, MANAGERIAL, OR EXECUTIVE CAPACITY. IT IS DIRECTED TOWARD THE STRATEGY AND SYSTEMATIC EXECUTION OF A PROFESSIONAL JOB-HUNTING EFFORT. THE BASIS OF THE JOB CAMPAIGN TECHNIQUES DESCRIBED IS THAT THEY EVOLVE FROM A VIEW OF JOB HUNTING AS A COMPETITIVE SITUATION. MOST INDIVIDUALS ARE WEAK IN THAT THEY PURSUE A NEW OCCUPATION IN A HAPHAZARD, UNPROFESSIONAL MANNER. A CAREFULLY PLANNED APPROACH SHOULD ENABLE THE JOB HUNTER TO OBTAIN MORE INTERVIEWS AND OFFERS THAN HIS COMPETITION. INCLUDED IS INFORMATION ON PLANNING THE JOB CAMPAIGN, SAMPLES OF LETTERS AND RESUMES, ADVICE ON INTERVIEWS, AND LISTS OF MAJOR PERSONNEL AGENCIES AND OF MAJOR EMPLOYERS THROUGHOUT THE COUNTRY. THE BOOK DOES NOT CONTAIN COUNSELING ON CAREER GOALS OR CHOICE. IT MAY BE OF INTEREST TO GRADUATING SENIORS OR TO SENIOR EXECUTIVES CHANGING POSITIONS. (MF)

VT 020 279
SUTTLES, PARTICIA H., ED.
ELEMENTARY TEACHERS GUIDE TO FREE CURRICULUM MATERIALS.

EDUCATORS PROGRESS SERVICE, INC., RANDOLPH, WIS.
DOCUMENT NOT AVAILABLE FROM EDRS.
EDUCATORS PROGRESS SERVICE, INC., RANDOLPH, WISCONSIN 53956
PUB DATE - 72 400P. TWENTY-NINTH EDITION.

DESCRIPTORS - *RESOURCE GUIDES; *INSTRUCTIONAL MATERIALS; ELEMENTARY GRADES; AEROSPACE EDUCATION; BUSINESS EDUCATION; ENVIRONMENTAL EDUCATION; FINE ARTS; GUIDANCE; HEALTH EDUCATION; HOME ECONOMICS EDUCATION; LANGUAGE ARTS; SOCIAL STUDIES; AUDIOVISUAL AIDS; SCIENCES; ARITHMETIC; *ANNOTATED BIBLIOGRAPHIES

IDENTIFIERS - CAREER AWARENESS

ABSTRACT - DEVELOPED BY THE EDUCATORS PROGRESS SERVICE, INC. FOR ELEMENTARY SCHOOL TEACHERS, THIS GUIDE TO FREE CURRICULUM MATERIALS REPRESENTS THE 19TH ANNUAL EDITION BY THE SERVICE AGENCY. SUBJECT AREAS REPRESENTED IN THIS GUIDE INCLUDE THE FOLLOWING: (1) ACCIDENT PREVENTION AND SAFETY, (2) AEROSPACE EDUCATION, (3) BUSINESS EDUCATION, (4) CLUBS, HOBBIES, SCOUTING, AND SPECIAL DAYS, (5) COMMUNICATIONS AND TRANSPORTATION, (6) ENVIRONMENTAL EDUCATION, (7) FINE ARTS, (8) GUIDANCE, (9) HEALTH AND PHYSICAL EDUCATION, (10) HOME ECONOMICS, (11) INDUSTRIAL EDUCATION, (12) LANGUAGE ARTS AND ARITHMETIC, (13) SCIENCE, (14) SOCIAL STUDIES, (15) VISUAL AND AUDIOVISUAL AIDS. ALSO INCLUDED ARE A TEACHER REFERENCE AND PROFESSIONAL GROWTH MATERIALS, TITLE, SUBJECT, AND SOURCE INDEX. (DL)

VT 020 500
SELLAND, LARRY, AND OTHERS
GUIDELINE OF CAREER EDUCATION ACTIVITIES. JUNIOR HIGH HOME ECONOMICS.

BISMARCK PUBLIC SCHOOL DISTRICT 1, N. DAK.; NORTH DAKOTA STATE BOARD FOR VOCATIONAL EDUCATION, BISMARCK. OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - SEP72 99P.

DESCRIPTORS - *TEACHING GUIDES; *GUIDELINES; SECONDARY GRADES; *HOME ECONOMICS EDUCATION; *CAREER OPPORTUNITIES; *CAREER EDUCATION; HUMAN SERVICES; RESOURCE GUIDES; LEARNING ACTIVITIES; HOME ECONOMICS TEACHERS
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS GUIDELINE OF CAREER EDUCATION ACTIVITIES IN JUNIOR HIGH HOME ECONOMICS WAS COMPILED BY PERSONNEL IN A NORTH DAKOTA SCHOOL SYSTEM FOR FIELD TESTING PURPOSES. THE GUIDE WAS DESIGNED TO ASSIST STUDENTS IN DEVELOPING A REALISTIC APPROACH TO THEIR OWN CAREERS THROUGH PLANNED CONTACT WITH OCCUPATIONS IN HOME ECONOMICS. CAREER DEVELOPMENT ACTIVITIES ARE LISTED BY SUGGESTED GRADE LEVEL, STATING BROAD OBJECTIVES, SPECIFIC BEHAVIORAL OBJECTIVES, TEACHING TECHNIQUES, AND RESOURCE MATERIAL NEEDED. SOME OF THE ACTIVITIES ARE SUPPLEMENTED BY BULLETIN BOARD SUGGESTIONS AND SAMPLE STUDENT WORKSHEETS. APPENDIXES INCLUDE GUIDELINES FOR FIELD TRIPS AND RESOURCE PERSONS AND A LIST OF SUPPLIERS OF RESOURCE MATERIALS. (KH)

VT 020 660
HOUSEKEEPING METHODS AND MATERIALS. OREGON CUSTODIAL TRAINING PROGRAM.

OREGON STATE BOARD OF EDUCATION, SALEM. DIV. OF COMMUNITY COLLEGES AND CAREER EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 50P. UNDATED REVISION OF 1963 MANUAL.

DESCRIPTORS - *MANUALS; *INSTRUCTIONAL MATERIALS; *CUSTODIAN TRAINING; SCHOOL MAINTENANCE; *JOB TRAINING; VOCATIONAL EDUCATION; ENTRY WORKERS; SCHOOL SERVICES; CLEANING
IDENTIFIERS - BEGINNING COMPETENCE; EMPLOYMENT SKILLS

ABSTRACT - PUBLISHED BY A STATE EDUCATIONAL AGENCY, THIS REVISED EDITION OF AN EARLIER MANUAL IS DESIGNED TO SERVE AS AN INSTRUCTIONAL AID IN CUSTODIAL TRAINING PROGRAMS, PARTICULARLY AIMED AT SCHOOL CUSTODIANS. THE MANUAL COVERS THE CUSTODIAN'S RESPONSIBILITIES FOR MAINTAINING ALL AREAS AND FIXTURES IN THE BUILDING. INFORMATION CONCERNING THE TOOLS, EQUIPMENT, AND CHEMICALS USED IN VARIOUS HOUSEKEEPING JOBS IS PRESENTED WITH TECHNIQUES FOR CLEANING AND SANITATION. DESIRED FREQUENCY OF OPERATIONAL TASKS TO BE PERFORMED AND THE ORGANIZATION AND OPERATION OF A SUMMER SCHEDULE OF WORK ARE INCLUDED. (KH)

VT 100 003
CAMERON, WALTER A., COMP.
STUDENT'S GUIDE TO INFOE.

TENNESSEE OCCUPATIONAL RESEARCH AND DEVELOPMENT COORDINATING UNIT, KNOXVILLE;TENNESSEE STATE DEPT. OF EDUCATION, NASHVILLE. DIV. OF VOCATIONAL-TECHNICAL EDUCATION..
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - SEP72 70P.

DESCRIPTORS - *OCCUPATIONAL CLUSTERS; *OCCUPATIONAL INFORMATION; *OCCUPATIONS; *STUDY GUIDES; *VOCATIONAL EDUCATION
IDENTIFIERS - *TENNESSEE; CAREER AWARENESS; INFOE

ABSTRACT - THIS STUDENT GUIDE IS PART OF THE INFOE SYSTEM DEVELOPED BY THE VOCATIONAL EDUCATION UNIT AT THE UNIVERSITY OF TENNESSEE. INFOE STANDS FOR INFORMATION NEEDED FOR OCCUPATIONAL ENTRY AND IS A CAREER INFORMATION SYSTEM THAT CAN HELP A STUDENT LEARN ABOUT JOBS IN HIS STATE. THIS BOOKLET EXPLAINS HOW THE INFOE SYSTEM IS USED, PROVIDES CAREER CLUSTERS FOR INFOE BOTH PROFESSIONAL AND TECHNICAL, AND AN ALPHABETICAL LISTING WITH DESCRIPTIVE INFORMATION ABOUT EACH OF THE LISTED OCCUPATIONS. THE CAREER CLUSTERS PRESENTED IN THIS MANUAL INCLUDE SOME OF THE FOLLOWING: (1) PROFESSIONAL AND TECHNICAL, (2) CLERICAL AND SALES, (3) SERVICE, (4) FARMING, FISHING, AND FORESTRY, (5) PROCESSING, (6) MACHINE TRADES, (7) BENCH WORK, AND (8) STRUCTURAL WORK. (DL)

VT 100 005
HOW TO MAKE $50,000: LESSON III OF LIVING SKILLS SERIES.

REHABILITATION RESEARCH FOUNDATION, ELMORE, ALA.
MANPOWER ADMINISTRATION (DOL), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
TRADE AND INDUSTRIAL EDUCATION, P.O. BOX 2847, UNIVERSITY, ALABAMA 35486 ($.50)
PUB DATE - 66 11P.

DESCRIPTORS - *DROPOUT PREVENTION; *INCOME; *OCCUPATIONAL GUIDANCE; *PROGRAMMED MATERIAL; *QUESTIONING TECHNIQUES; HIGH SCHOOL GRADUATES; HUMANITIES; INDIVIDUALIZED INSTRUCTION; SELF EVALUATION; SEQUENTIAL APPROACH; UNEMPLOYED; VOCATIONAL DEVELOPMENT
IDENTIFIERS - *LIVING SKILLS SERIES; MANPOWER DEVELOPMENT AND TRAINING ACT; MDTA

ABSTRACT - THIS PROGRAMED BOOKLET IN A SERIES OF LIFE SKILLS LESSONS WAS DEVELOPED UNDER THE MANPOWER DEVELOPMENT AND TRAINING ACT OF 1962 TO PROVIDE A SEQUENTIAL, INDIVIDUALIZED APPROACH FOR LEARNING THIS FACT - TO MAKE GOOD MONEY AND STAY ON THE JOB, STAY IN SCHOOL. THIS DROPOUT-PREVENTION MESSAGE IS PRESENTED BY MEANS OF QUESTIONS DEALING WITH THE INDIVIDUAL'S EDUCATIONAL BACKGROUND, HIS LIFETIME INCOME POTENTIAL, AND RELATED STATISTICS ON UNEMPLOYMENT. ANSWERS ARE GIVEN FOR CHECKING THE QUESTIONS, AND SPACE IS PROVIDED FOR FILLING IN THE ANSWERS. DATA ARE PRESENTED CONCERNING THE INCOME POTENTIAL OF HIGH SCHOOL GRADUATES AS OPPOSED TO DROPOUTS. (AG)

VT 100 017
SHANNON, THEODORE
TAKING CARE OF YOURSELF.

OHIO STATE UNIV., COLUMBUS. DEPT. OF AGRICULTURAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
AGDEX-900/65-AWE-8
OHIO AGRICULTURAL EDUCATION CURRICULUM MATERIALS SERVICE, ROOM 201, 2130 FYFFE ROAD, COLUMBUS, OH 43210 ($.30)
PUB DATE - 72 28P.

DESCRIPTORS - *HYGIENE; MEDICAL SERVICES; CLOTHING; *UNITS OF STUDY (SUBJECT FIELDS); *STUDY GUIDES; SECONDARY GRADES; *VOCATIONAL EDUCATION

ABSTRACT - THIS PERSONAL GROOMING UNIT FOR HIGH SCHOOL STUDENTS PRESENTS SUGGESTIONS FOR BASIC HYGIENE, CLOTHING, AND GOOD HEALTH. DESIGNED MAINLY TO HELP VOCATIONAL

STUDENTS LOOK AND FEEL THEIR BEST ON THE JOB, THE BOOKLET COVERS SUCH GROOMING AREAS AS BATHING, HAIR CARE, COMPLEXION PROBLEMS, DENTAL CARE, PROPER DIET, CARE OF CLOTHING, AND SHAVING. THE IMPORTANCE OF GOOD PREVENTIVE HEALTH PRACTICES AND REGULAR MEDICAL VISITS IS STRESSED. SAMPLE HEALTH REGISTRATION FORMS ARE INCLUDED TO SERVE AS TEST-CHECKLISTS FOR THE STUDENT. THIS UNIT COULD BE IMPLEMENTED BY RESOURCE PERSONS SUCH AS THE HEALTH TEACHER, THE SCHOOL NURSE, FASHION PLANNERS, AND PERSONS IN THE MEDICAL FIELD. (KH)

VT 100 033
HEALTH AND SAFETY CURRICULUM GUIDE, GRADES FOUR-SIX.

WORCESTER PUBLIC SCHOOLS, MASS.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 70 137P.

DESCRIPTORS - *CURRICULUM GUIDES; TEACHING PROCEDURES; RESOURCE MATERIALS; TRANSPARENCIES; INTERMEDIATE GRADES; PHYSICAL EDUCATION; *HEALTH EDUCATION; *SAFETY EDUCATION; *HEALTH NEEDS; INDIVIDUAL DEVELOPMENT; *HEALTH GUIDES; NUTRITION INSTRUCTION; INTEGRATED CURRICULUM; HEALTH ACTIVITIES
IDENTIFIERS - ATTITUDES APPRECIATIONS

ABSTRACT - THIS SUGGESTED CURRICULUM GUIDE FOR HEALTH EDUCATION INSTRUCTION IN GRADES 4, 5, AND 6 CONTAINS CONCEPTUAL OUTLINES, TEACHING PROCEDURES, VOCABULARY LISTS, AND RESOURCE LISTS IN A 3-COLUMN FORMAT. INTENDED TO PROVIDE OPPORTUNITIES FOR PUPILS TO LEARN ABOUT PERSONAL AND COMMUNITY HEALTH, DEVELOP POSITIVE ATTITUDES TOWARDS HEALTH, AND FOSTER RESPONSIBILITY AND CONCERN FOR INDIVIDUAL AND GROUP HEALTH, THIS GUIDE INCLUDES A RATIONALE, SET OF TRANSPARENCIES, AND A BIBILIOGRAPHY. DEVELOPED BY A PROJECT COMMITTEE OF TEACHERS, A PRINCIPAL, AND ADMINISTRATORS FOR THE PURPOSE OF CURRICULUM DEVELOPMENT, THESE MATERIALS ARE COLOR CODED FOR EASY REFERENCE TO SUBJECT MATTER BY GRADE LEVEL. THE OVERALL SCOPE OF HEALTH EDUCATION FOR THE ELEMENTARY GRADES IN THE PUBLIC SCHOOL SYSTEM IS SUBDIVIDED INTO SIX AREAS: (1) GROWTH AND DEVELOPMENT, (2) NUTRITION, (3) HEALTHY LIVING, (4) SAFE LIVING, (5) FIRST AID, AND FAMILY LIVING. NOT INCLUDED IN THIS DOCUMENT ARE UNITS ON SCHOOL AND FAMILY LIVING. (AG)

VT 100 034
LENAHAN, MARIE G.
THE PROBLEM FIGURE. DRESS DESIGN-RELATED ART II.

NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
N.J. VOC-TECH CURRICULUM LAB., BUILDING 4103, RUTGERS UNIVERSITY, KILMER CAMPUS, NEW BRUNSWICK, NJ 08903 ($1.75)
PUB DATE - JUL70 95P.

DESCRIPTORS - *MANUALS; *CLOTHING DESIGN; DESIGN NEEDS; VOCATIONAL EDUCATION; SECONDARY GRADES; VOCATIONAL DEVELOPMENT; *CLOTHING INSTRUCTION; TEXTILES INSTRUCTION; *PHYSICAL CHARACTERISTICS; HUMANITIES; *VISUAL AIDS; LEARNING ACTIVITIES; BEHAVIORAL OBJECTIVES; FEMALES
IDENTIFIERS - EDUCATIONAL AWARENESS

ABSTRACT - THIS STUDENT MANUAL ON DRESS DESIGN CONTAINS FIVE INSTRUCTIONAL UNITS: (1) THE FASHION FIGURE, (2) PRINCIPLES OF DESIGN, (3) LINES AND THE FIGURE, (4) DESIGNING FOR THE PROBLEM FIGURE, AND (5) TEXTURED FABRICS FOR THE FIGURE WITH A PROBLEM. INTENDED AS THE SECOND VOLUME FOR USE IN A 1-YEAR VOCATIONAL HIGH SCHOOL CURRICULUM IN DRESS MAKING, THESE LESSONS INCLUDE A FINAL COMPREHENSIVE TEST, IN ADDITION TO BEHAVIORAL OBJECTIVES, RELATED INFORMATION, LEARNING ACTIVITIES, AND STUDY QUESTIONS. NUMEROUS DRAWINGS ILLUSTRATE THE TEXT, WHICH WAS DEVELOPED BY A REGIONAL

COMMITTEE OF DRESS MAKING INSTRUCTORS. (AG)

VT 100 046
FELTON, NADINE, COMP., AND OTHERS
DIRECTORY OF COLLEGES OFFERING DEGREE PROGRAMS FOR PARAPROFESSIONALS EMPLOYED IN HUMAN SERVICES. DRAFT.

NEW YORK UNIV., N.Y. NEW CAREERS DEVELOPMENT CENTER.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - FEB70 143P.

DESCRIPTORS - *DIRECTORIES; *SPECIAL DEGREE PROGRAMS; COLLEGE PROGRAMS; WORK STUDY PROGRAMS; *HUMAN SERVICES; *SUBPROFESSIONALS; VOCATIONAL DEVELOPMENT NATIONAL SURVEYS; *ADULT STUDENTS; ADULT VOCATIONAL EDUCATION; FEDERAL PROGRAMS; JOB TRAINING; RESOURCE MATERIALS; CAREER LADDERS
IDENTIFIERS - *NEW CAREERS

ABSTRACT - THIS FIRST DRAFT OF A DIRECTORY OF COLLEGES OFFERING SPECIAL DEGREE PROGRAMS IN 2 AND 4-YEAR COLLEGES FOR ADULT PARAPROFESSIONALS EMPLOYED IN HUMAN SERVICES LISTS APPROXIMATELY 700 COLLEGES WHICH OPERATE MORE THAN 900 SUCH PROGRAMS. DEVELOPED AS RESULT OF A NATIONWIDE SURVEY CONDUCTED BY THE NEW CAREERS DEVELOPMENT CENTER AT NEW YORK UNIVERSITY, THE INFORMATION WAS OBTAINED FROM EIGHT SOURCES: (1) FOUR FEDERALLY FUNDED PROGRAMS THAT FINANCE PARAPROFESSIONAL EMPLOYMENT AND COLLEGE TRAINING--ALLIED HEALTH PROFESSIONS, CAREER OPPORTUNITIES PROGRAM, NEW CAREERS, AND HEAD START SUPPLEMENTARY TRAINING, AND (2) DIRECTORIES ISSUED BY BANK STREET COLLEGE OF EDUCATION, THE COUNCIL ON SOCIAL WORK EDUCATION, THE NATIONAL STUDENT ASSOCIATION, AND THE NATIONAL COMMISSION FOR COOPERATIVE EDUCATION. ORGANIZED ALPHABETICALLY BY STATE, THE COLLEGES ARE LISTED ALPHABETICALLY BY THE NAME OF THE INSTITUTION, GIVING FULL ADDRESSES AND TELEPHONE NUMBERS. CODED REFERENCES TO THE TYPE OF PROGRAM OFFERED ARE PRESENTED IN A CHART FORMAT, AS WELL AS THE ADDRESSES AND TELEPHONE NUMBERS OF A PERSON TO CONTACT AT EACH COLLEGE FOR ADDITIONAL INFORMATION. (AG)

VT 100 048
BUSINESS EDUCATION: HOME ECONOMICS, GRADES 10-12.

INSTRUCTIONAL OBJECTIVES EXCHANGE, LOS ANGELES, CALIF.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C. DIV. OF COMPREHENSIVE AND VOCATIONAL RESEARCH.; CALIFORNIA UNIV., LOS ANGELES. CENTER FOR THE STUDY OF EVALUATION.
MF AVAILABLE IN VT-ERIC SET.
INSTRUCTIONAL OBJECTIVES EXCHANGE, BOX 24095, LOS ANGELES, CALIFORNIA 90024 ($8.00)
PUB DATE - 70 119P.

DESCRIPTORS - *INSTRUCTIONAL MATERIALS; *RESOURCE MATERIALS; SECONDARY GRADES; *HOME ECONOMICS; *TEACHING PROCEDURES; *BEHAVIORAL OBJECTIVES; CURRICULUM DEVELOPMENT

ABSTRACT - THIS INSTRUCTOR'S GUIDE CONTAINS 41 OBJECTIVES AND RELATED EVALUATION ITEMS FOR HOME ECONOMICS, GRADES 10-12. ITS PURPOSE IS TO ENABLE THE TEACHER TO SELECT FROM AMONG ALREADY-FORMULATED INSTRUCTIONAL OBJECTIVES WHEN DEVELOPING CURRICULUM UNITS. THE GUIDE IS ORGANIZED INTO THE FOLLOWING CATEGORIES: CHILD DEVELOPMENT, CLOTHING AND TEXTILES, CONSUMER PRACTICES, DESIGN PRINCIPLES, HEALTH SERVICES, HOME MANAGEMENT, FAMILY ECONOMICS, HOUSING, AND PREGNANCY. EACH CATEGORY CONTAINS THREE ELEMENTS: (1) THE OBJECTIVE, (2) MEASUREMENT ITEMS, AND (3) MEANS FOR JUDGING THE ADEQUACY OF STUDENT RESPONSES. THE OBJECTIVE IS STATED IN OPERATIONAL TERMS AND IS IDENTIFIED BY A CATEGORY AND SUB-CATEGORY, WHICH SERVE TO LIMIT AND DEFINE IT. SOME OBJECTIVES REQUIRE THAT THE STUDENT BE ABLE TO RECALL KNOWLEDGE, WHILE OTHER OBJECTIVES REQUIRE THE STUDENT TO APPLY HIS KNOWLEDGE OR TO ANALYZE OR SYNTHESIZE GIVEN PROBLEMS.

(AUTHOR/DL)

VT 100 052
OHIO PROGRAM REVIEW FOR IMPROVEMENT DEVELOPMENT, AND EXPANSION IN VOCATIONAL EDUCATION.

OHIO STATE DEPT. OF EDUCATION, COLUMBUS. DIV. OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 578P.

DESCRIPTORS - EDUCATIONAL QUALITY; SECONDARY GRADES; *VOCATIONAL EDUCATION; *TRADE AND INDUSTRIAL EDUCATION; VOCATIONAL DEVELOPMENT; *PROGRAM EVALUATION; *REVIEW (REEXAMINATION); *STATE SURVEYS; STATEWIDE PLANNING; PROGRAM DESCRIPTIONS; PROGRAM DEVELOPMENT; WORKSHEETS; BEHAVIORAL OBJECTIVES; EDUCATIONAL IMPROVEMENT; ADVISORY COMMITTEES
IDENTIFIERS - *OHIO; PRIDE; PROGRAM REVIEW IMPROVEMENT DEVELOPMENT EXPANSION

ABSTRACT - THE CHIEF PURPOSE OF THE OHIO PROGRAM REVIEW FOR IMPROVEMENT, DEVELOPMENT, AND EXPANSION IN VOCATIONAL EDUCATION (PRIDE) IS TO IMPROVE THE QUALITY OF VOCATIONAL EDUCATION IN OHIO THROUGH A COMPREHENSIVE SYSTEM REQUIRING SCHOOL, COMMUNITY, AND STATE INVOLVEMENT, AND EDUCATIONAL PLANNING BY VOCATIONAL TEACHERS, SUPERVISORS, ADMINISTRATORS, AND STATE VOCATIONAL EDUCATION PERSONNEL. THESE GUIDELINES FOR EVALUATING A WIDE RANGE OF PROGRAMS IN VOCATIONAL EDUCATION AT THE SECONDARY LEVEL INCLUDE SEPARATE PROGRAM DESCRIPTIONS, OBJECTIVES, AND POINTS TO CONSIDER WHEN REVIEWING THE STUDENTS AND THE PRODUCTS. INTENDED FOR USE BY PRIDE COMMITTEE MEMBERS, WHO ARE COMMUNITY MEMBERS AND EDUCATORS SELECTED FOR THEIR INTEREST IN OR KNOWLEDGE ABOUT THE VOCATIONAL INSTRUCTIONAL PROGRAM, THIS REVIEW PROVIDES SPACE FOR THE COMMITTEE'S RECOMMENDATIONS AND EVALUATIVE COMMENTS. A COPY OF EACH SEPARATE PRIDE REPORT IS TO BE FILED WITH THE BUILDING PRINCIPAL, THE SERVICE REPRESENTATIVE, AND THE STATE SUPERVISOR OF THE VOCATIONAL TRADE AND INDUSTRIAL EDUCATION SERVICE. (AG)

VT 100 069
CRABTREE, MYRNA
HOME ECONOMICS: COOPERATIVE EDUCATION PROGRAMS FOR YOUTH AND ADULTS. A RESOURCE GUIDE FOR TEACHER-COORDINATORS.

NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION.; RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. CURRICULUM LAB.
MF AVAILABLE IN VT-ERIC SET.
N.J. VOC-TECH CURRICULUM LAB., RUTGERS UNIVERSITY, BUILDING 4103, KILMER CAMPUS, NEW BRUNSWICK, N.J. 08903 ($2.00)
PUB DATE - JUN71 80P.

DESCRIPTORS - *RESOURCE GUIDES; *HOME ECONOMICS; *EDUCATIONAL PROGRAMS; ADULT EDUCATION; SECONDARY GRADES; *COOPERATIVE EDUCATION; INSTRUCTOR COORDINATORS; EMPLOYER EMPLOYEE RELATIONSHIP; *PROGRAM GUIDES
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS RESOURCE GUIDE HAS BEEN DEVELOPED TO ASSIST LOCAL SUPERVISORS, TEACHERS, AND ADMINISTRATORS WHO ARE PLANNING TO EXTEND THE PRESENT HOME ECONOMICS CURRICULUM TO INCLUDE A HOME ECONOMICS COOPERATIVE EDUCATION PROGRAM. THE PURPOSE OF THIS HANDBOOK IS TO STIMULATE FURTHER GROWTH IN OCCUPATIONAL PREPARATION FOR STUDENTS THROUGH THE UTILIZATION OF PART-TIME WORK EXPERIENCES. INCLUDED IN THIS GUIDE IS A STATEMENT OF PURPOSES FOR A COOPERATIVE EDUCATION PROGRAM. NUMEROUS SUGGESTIONS ARE ALSO OFFERED FOR ORGANIZING THE PROGRAM. OTHER INFORMATION PRESENTED INCLUDES: (1) THE DESIRED PROFESSIONAL AND PERSONAL QUALIFICATIONS OF THE TEACHER-COORDINATOR, (2) SUGGESTED ACTIVITIES FOR SUMMER EMPLOYMENT, (3) EMPLOYER RESPONSIBILITIES, (4) SELECTION AND RESPONSIBILITIES OF

THE STUDENT-TRAINEE, (5) PUBLIC RELATIONS ACTIVITIES, (6) FACILITIES FOR CLASSROOM INSTRUCTION, (7) CONSIDERATIONS FOR PLANNING A COURSE OF STUDY, AND (8) EVALUATION. (DL)

VT 100 076
FOOD AND NUTRITION...BASIC LESSONS FOR TRAINING EXTENSION AIDES.

DEPARTMENT OF AGRICULTURE, WASHINGTON, D.C. EXTENSION SERVICE.
MF AVAILABLE IN VT-ERIC SET..
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402 (S/N 0105-0039; $.60)
PUB DATE - MAR71 66P. MARCH 1971 REVISION

DESCRIPTORS - *ADULT EDUCATION; *CURRICULUM GUIDES; *EXTENSION EDUCATION; *HOME ECONOMICS EDUCATION; *NUTRITION INSTRUCTION; COURSE CONTENT; INSTRUCTIONAL MATERIALS; LESSON PLANS; TEACHING PROCEDURES

ABSTRACT - TO HELP LOW-INCOME FAMILIES IMPROVE THEIR DIETS, THIS CURRICULUM GUIDE ON FOOD AND NUTRITION PROVIDES 15 BASIC LESSONS FOR ON-THE-JOB TRAINING OF EXTENSION AIDES. A DESCRIPTION OF THE FOOD AND NUTRITION EDUCATION PROGRAM AND OUTLINES OF THE 15 LESSONS FORM A 3-WEEK TRAINING PROGRAM TO HELP THE TRAINER AGENT GIVE AIDES THE BACKGROUND IN FOOD AND NUTRITION THEY WILL NEED FOR THEIR WORK WITH LOW-INCOME FAMILIES. TOPICS COVERED INCLUDE: (1) HOW YOUR BODY USES FOOD, (2) FEEDING YOUNG CHILDREN, AND (3) PREPARATION OF MILK AND MILK PRODUCTS, VEGETABLES AND FRUIT, (5) MEATS, AND (6) BREADS AND CEREALS. RECOMMENDED PUBLICATIONS, VISUAL MATERIALS, AND OTHER REFERENCES ARE INCLUDED. (DL)

VT 100 095
COUNTDOWN TO THE 70'S: OCCUPATIONAL INFORMATION FOR UPPER ELEMENTARY AND MIDDLE GRADES. DESCRIPTIONS OF OCCUPATIONS SHOWN IN PROGRAMS 30-33.

WETV CHANNEL 30, ATLANTA, GA. OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.; GEORGIA STATE DEPT. OF EDUCATION, ATLANTA.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 69 33P. DESCRIPTIONS OF OCCUPATIONS SHOWN IN PROGRAMS 30-33.

DESCRIPTORS - *EDUCATIONAL TELEVISION; *OCCUPATIONAL INFORMATION; *STUDY GUIDES, ELEMENTARY GRADES; OCCUPATIONS; PROGRAM DESCRIPTIONS; SECONDARY GRADES
IDENTIFIERS - *ATLANTA PUBLIC SCHOOLS; CAREER AWARENESS

ABSTRACT - THE PURPOSE OF THIS STUDY GUIDE WHICH ACCOMPANIES A SERIES OF EDUCATIONAL TELEVISION PROGRAMS, IS TO PROVIDE ACCURATE OCCUPATIONAL INFORMATION FOR UPPER ELEMENTARY AND MIDDLE GRADES OF ATLANTA PUBLIC SCHOOLS. DEFINITIONS AND DESCRIPTIONS OF VARIOUS JOBS ARE PRESENTED IN THE FOLLOWING OCCUPATIONAL AREAS: THE LEGAL PROFESSION, THE PERFORMING ARTS, CHILD CARE SERVICES, AND THE INSURANCE INDUSTRY. ADDITIONAL PROGRAMS IN THE SERIES ARE COVERED BY A STUDY GUIDE AVAILABLE AS VT 100 094 IN THIS ISSUE. (DL)

VT 100 096
HRUSKA, MERRITA
ADVANCED CHILD STUDY: COURSE OF STUDY.

AMHERST REGIONAL HIGH SCHOOL, MASS. MASSACHUSETTS STATE DEPT. OF EDUCATION, BOSTON. BUREAU OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - SEP71 102P.

DESCRIPTORS - *CHILD CARE; *CHILD CARE OCCUPATIONS; *CURRICULUM GUIDES; *SCHOOL AIDES; CHILD CARE WORKERS; PRACTICUMS; SCHEDULE MODULES; SECONDARY GRADES; VOCATIONAL EDUCATION

ABSTRACT - THIS CURRICULUM GUIDE COVERS THE SECOND YEAR OF A 2-YEAR PROGRAM FOCUSING ON PREPARING HIGH

SCHOOL STUDENTS TO CARE FOR YOUNG CHILDREN. THE COURSE CONSISTS OF A COMBINATION OF CLASS WORK AND PRACTICUMS IN EARLY CHILDHOOD CLASSES IN PUBLIC AND PRIVATE SCHOOLS IN THE AREA. SUBJECT AREAS OF THE COURSE DEAL WITH SUCH TOPICS AS: (1) THE STUDENT'S ROLE AS AN AIDE, (2) THE ORGANIZATION OF LOCAL SCHOOL SYSTEMS, (3) THEORIES OF EARLY CHILDHOOD EDUCATION, (4) THE CHARACTERISTICS AND NEEDS OF CHILDREN, (5) CLASSROOM PROCEDURES, (6) EVALUATION, AND (7) SAFETY. THE COURSE IS PRESENTED IN MODULAR FORM TO ACCOMMODATE THREE LEVELS OF STUDENTS AND THE VARIETY OF EXPERIENCES EACH STUDENT WILL ENCOUNTER UNDER THE DIRECTION OF A COOPERATING TEACHER IN THE ELEMENTARY CLASSROOM, BECAUSE THESE EXPERIENCES DIFFER WITH EACH STUDENT. TWICE A SEMESTER THE STUDENT DRAWS UP A CONTRACT LISTING THE MODULARS HE INTENDS TO INITIATE TO MEET OUTLINED OBJECTIVES. A 50-PAGE BIBLIOGRAPHY IS ORGANIZED BY THE TOPICS COVERED IN THE COURSE CONTENT. (MU)

VT 100 097
WILSON, MARIAN
CHILD STUDY: A HOME ECONOMICS RELATED OCCUPATIONAL COURSE. PHASE 3,4,5.

AMHERST REGIONAL HIGH SCHOOL, MASS.
MASSACHUSETTS STATE DEPT. OF EDUCATION, BOSTON. BUREAU OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - MAY72 187P. REVISED EDITION.

DESCRIPTORS - *CHILD CARE; *CHILD CARE OCCUPATIONS; *INDIVIDUALIZED CURRICULUM; *OCCUPATIONAL HOME ECONOMICS; *PROGRAM GUIDES; CHILD CARE WORKERS; HOME ECONOMICS EDUCATION; INDIVIDUALIZED PROGRAMS; OCCUPATIONAL INFORMATION

ABSTRACT - THIS PROGRAM GUIDE IS INTENDED FOR ADMINISTRATORS AND TEACHERS WHO ARE IMPLEMENTING A HIGH SCHOOL COURSE IN CHILD STUDY TO PROVIDE PRACTICAL EXPERIENCE FOR THE STUDENTS IN GUIDING AND DIRECTING THE ACTIVITIES OF PRE-SCHOOL CHILDREN. ONE PERIOD DAILY FOR THE LABORATORY SCHOOL IN SMALL GROUPS OF SIX TO EIGHT WHO ASSUME ROTATION WEEKLY DUTIES FOR THE FOUR MORNING PERIODS THAT THE LABORATORY SCHOOL IS IN OPERATION IS COMBINED WITH THE USUAL DAILY PERIOD OF CLASSROOM INSTRUCTION. THE CURRICULUM IS SET UP TO PROVIDE TWO ALTERNATIVE METHODS FOR CONDUCTING THE PROGRAM. THE SAME AREAS ARE INCLUDED IN EACH FORMAT. THE FIRST FOLLOWS THE MORE TRADITIONAL FORM INCLUDING CONCEPTS, OBJECTIVES, LEARNING EXPERIENCES, AND EVALUATION. THESE ARE SET UP TO ASSIST THE TEACHER AND ARE INTENDED MAINLY FOR USE BY THE TEACHER. THE ALTERNATE PLAN REVOLVES AROUND THE INDEPENDENT LEARNING PACKET AND CONSISTS OF STUDENT LEARNING PACKETS IN THE SAME SUBJECT AREAS AS THE TRADITIONAL FORMAT. (MU)

VT 100 109
WHAT HAT WILL YOUR CHILD CHOOSE? OCCUPATIONAL CLUSTERS.

POTTAWATTAMIE COUNTY SCHOOL SYSTEM, COUNCIL BLUFFS, IOWA. THE HALVERSON CENTER FOR EDUCATION.
BUREAU OF ADULT, VOCATIONAL, AND TECHNICAL EDUCATION (DHEW/OE), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
OEC-0-71-0676(361)
PUB DATE - ND 59P.

DESCRIPTORS - *CAREER EDUCATION; *OCCUPATIONAL CLUSTERS; *DEVELOPMENTAL PROGRAMS; ELEMENTARY GRADES; SECONDARY GRADES; POST SECONDARY EDUCATION; PARENT EDUCATION; *MANUALS
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS RESOURCE BOOKLET PRESENTS AN ORGANIZATIONAL SCHEMA FOR 15 JOB CLUSTERS AS PART OF AN EXEMPLARY PROJECT IN CAREER EDUCATION. OCCUPATIONAL AREAS WERE DELINEATED TO INCLUDE THE OFFICE OCCUPATIONS, PERSONAL SERVICE, PUBLIC SERVICE, AGRI-BUSINESS AND NATURAL RESOURCES, COMMUNICATIONS AND MEDIA, CONSTRUCTION, CONSUMER AND HOMEMAKING OCCUPATIONS, ENVIRONMENT, FINE ARTS AND HUMANITIES, HEALTH OCCUPATIONS, HOSPITALITY AND RECREATION, MANUFACTURING, MARINE SCIENCE, MARKETING AND DISTRIBUTING, AND OFFICE OCCUPATIONS. WITHIN EACH CATEGORY, VARIOUS OCCUPATIONS ARE LISTED. (DL)

VT 100 110
CRABTREE, JACQUELYN
WHAT HAT WILL YOUR CHILD CHOOSE? OCCUPATIONS RELATED TO SANITATION.

POTTAWATTAMIE COUNTY SCHOOL SYSTEM, COUNCIL BLUFFS, IOWA. THE HALVERSON CENTER FOR EDUCATION.
BUREAU OF ADULT, VOCATIONAL, AND TECHNICAL EDUCATION (DHEW/OE), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
OEC-0-71-0676(361)
PUB DATE - ND 55P.

DESCRIPTORS - *CAREER EDUCATION; *SANITATION; *OCCUPATIONAL INFORMATION; DEVELOPMENTAL PROGRAMS; MANUALS; ELEMENTARY GRADES; SECONDARY GRADES; *OCCUPATIONS; PUBLIC HEALTH; OCCUPATIONAL GUIDANCE
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS MANUAL, DEVELOPED BY A MIDWESTERN SCHOOL SYSTEM, PRESENTS BRIEF DESCRIPTIONS OF SOME OCCUPATIONS CONCERNED WITH SANITATION. SOME OF THE OCCUPATIONS INCLUDE THE FOLLOWING: HEALTH OFFICER, MEDICAL SOCIAL WORKER, SANITARIAN, PUBLIC HEALTH LABORATORY WORKERS, AND MEDICAL SOCIAL WORKER. UNDER EACH OCCUPATIONS ARE INCLUDED SUCH TOPICS AS DUTIES, TRAINING, SALARY, PERSONAL QUALIFICATIONS, AND ANY OUTSTANDING ADVANTAGES OR DISADVANTAGES. AT THE END OF THE UNIT IS A LIST OF RELATED MATERIALS WHICH ARE AVAILABLE FROM THE MEDIA CENTER OF AREA XIII AT HALVERSTON EDUCATIONAL CENTER. THE PURPOSE OF THIS UNIT IS TO MAKE CHILDREN MORE AWARE OF THE IMPORTANCE OF SANITATION AND THAT MANY PEOPLE WORK TOGETHER TO ACCOMPLISH THIS. (DL)

VT 100 111
WHAT HAT WILL YOUR CHILD CHOOSE? METHODS AND TECHNIQUES IN CAREER EDUCATION.

POTTAWATTAMIE COUNTY SCHOOL SYSTEM, COUNCIL BLUFFS, IOWA. THE HALVERSON CENTER FOR EDUCATION.
BUREAU OF ADULT, VOCATIONAL, AND TECHNICAL EDUCATION (DHEW/OE), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
OEC-0-71-0676(361)
PUB DATE - ND 80P.

DESCRIPTORS - *CAREER EDUCATION; *DEVELOPMENTAL PROGRAMS; ELEMENTARY GRADES; *SELF CONCEPT; *INTEGRATED CURRICULUM; TEACHING PROCEDURES; LEARNING ACTIVITIES; *GUIDANCE PROGRAMS
IDENTIFIERS - CAREER AWARENESS

ABSTRACT - THIS BOOKLET CONTAINS SOME IDEAS AND TECHNIQUES WHICH MAY BE USED BY THE CLASSROOM TEACHER IN DEVELOPING A MORE COMPLETE UNDERSTANDING OF A CHILD OR A CLASSROOM OF CHILDREN. INCLUDED ARE SHEETS COVERING SELF, SELF-UNDERSTANDING, DEVELOPING SELF, AND REGARDING OTHERS ALONG WITH IDEAS ON IMPLEMENTING CAREER EDUCATION INTO THE CURRICULUM. THIS BOOKLET IS PART OF A PROGRAM DESIGNED TO ORIENT STUDENTS TO CAREERS, WITH SPECIAL ATTENTION GIVEN TO THE DEVELOPMENT OF A POSITIVE SELF-CONCEPT SO AS TO EFFECTIVELY PARTICIPATE IN THE WORK ENVIRONMENT. MATERIAL INCLUDES SUCH GUIDANCE TOOLS AS OPEN-ENDED SENTENCES, MULTIPLE CHOICE AND TRUE-FALSE FORMS, PROJECT SUGGESTIONS, AND LISTS OF METHODS AND TECHNIQUES WHICH CAN BE USED BY TEACHERS AND COUNSELORS IN PROVIDING OCCUPATIONAL INFORMATION AND GUIDANCE TO CHILDREN. (DL)

VT 100 116
MCMILLAN, WALTER E.
SO YOU WANT A JOB: TEACHERS, HANDBOOK. CONTEMPORARY CURRICULUM FOR CAREER DEVELOPMENT SERIES.

KNOX COUNTY DEPT. OF PUBLIC INSTRUCTION, KNOXVILLE, TENN. DEPT.

OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
KNOX COUNTY DEPARTMENT OF PUBLIC
INSTRUCTION, KNOXVILLE TENNESSEE
PUB DATE - 72 50P.

DESCRIPTORS - *JOB APPLICATION; *JOB PLACEMENT; *OCCUPATIONAL GUIDANCE; *TEACHING GUIDES; *VOCATIONAL DEVELOPMENT; EMPLOYMENT; EMPLOYMENT INTERVIEWS; INSTRUCTIONAL MATERIALS; JOB SATISFACTION; MANUALS

ABSTRACT - THIS GUIDE IN THE CAREER DEVELOPMENT SERIES ON CAREER EDUCATION WAS DEVELOPED TO ASSIST TEACHERS IN DETERMINING APPROPRIATE CONTENT AND TO PROVIDE THEM WITH A SYSTEMATIC APPROACH TO TEACHING THE NECESSARY SKILLS FOR JOB PLACEMENT, JOB PROMOTION, AND JOB SATISFACTION. TOPICS COVERED IN THE HANDBOOK INCLUDE: (1) WHY WORK? (2) WHAT DO I REALLY WANT? (3) HOW DO I GET A JOB? AND (4) HOW DO I SUCCEED IN MY JOB? OBJECTIVES, CONCEPTS, SUGGESTED TEACHING ACTIVITIES, AND IDEAS FOR CLASSROOM PLANNING ARE PRESENTED FOR EACH OF THE TOPICAL AREAS WHICH APPEAR IN THE GUIDE. THE CORRESPONDING STUDENT'S HANDBOOK IS AVAILABLE AS VT 100 117. (SN)

VT 100 117
MCMILLAN, WALTER E.
SO YOU WANT A JOB: STUDENT HANDBOOK. CONTEMPORARY CURRICULUM FOR CAREER DEVELOPMENT SERIES.

KNOX COUNTY DEPT. OF PUBLIC
INSTRUCTION, KNOXVILLE, TENN. DEPT.
OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
KNOX COUNTY DEPT. OF PUBLIC
INSTRUCTION, KNOXVILLE, TENNESSEE
PUB DATE - 72 74P.

DESCRIPTORS - *EMPLOYMENT; *JOB PLACEMENT; *JOB SATISFACTION; *STUDY GUIDES; *VOCATIONAL ADJUSTMENT; *VOCATIONAL DEVELOPMENT; CAREER EDUCATION; EMPLOYMENT INTERVIEWS; INSTRUCTIONAL MATERIALS; JOB APPLICATION; MANUALS; OCCUPATIONAL GUIDANCE

ABSTRACT - DEVELOPED FOR USE BY STUDENTS, THIS HANDBOOK WAS DESIGNED TO ASSIST IN THE DEVELOPMENT OF SOME OF THE KNOWLEDGE AND SKILLS NECESSARY TO HELP STUDENTS PREPARE FOR, FIND, KEEP, AND ADVANCE IN A SATISFYING OCCUPATION. TOPICS COVERED IN THE HANDBOOK INCLUDE: (1) WHY WORK? (2) WHAT DO I REALLY WANT? (3) HOW DO I GET A JOB? AND (4) HOW DO I SUCCEED ON MY JOB? CONCEPTS, EXPLANATIONS, AND ACTIVITY WORKSHEETS ARE PRESENTED FOR EACH OF THE TOPICS WHICH APPEAR IN THE BOOKLET. THE CORRESPONDING TEACHER'S HANDBOOK IS AVAILABLE AS VT 100 116. (SN)

VT 100 121
WEBB, ANITA
A CURRICULUM GUIDE FOR CAREER EDUCATION: MIDDLE GRADES. CONTEMPORARY CURRICULUM FOR CAREER DEVELOPMENT SERIES.

KNOX COUNTY DEPT. OF PUBLIC
INSTRUCTION, KNOXVILLE, TENN. DEPT.
OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
KNOX COUNTY DEPT. OF PUBLIC
INSTRUCTION, KNOXVILLE, TENNESSEE
PUB DATE - 72 244P.

DESCRIPTORS - *CAREER EDUCATION; *CURRICULUM GUIDES; *INTEGRATED CURRICULUM; *INTERMEDIATE GRADES; *OCCUPATIONAL INFORMATION; COGNITIVE OBJECTIVES; LEARNING ACTIVITIES; TEACHING GUIDES; VOCATIONAL DEVELOPMENT
IDENTIFIERS - *WORLD OF WORK; TENNESSEE

ABSTRACT - THIS MANUAL IS INTENDED FOR THE TEACHER'S USE IN INTEGRATING CAREER EDUCATION CONCEPTS INTO THE CURRICULUM OF THE MIDDLE GRADES. MATERIAL AND PLANS INCLUDED ARE MEANT TO BE ADAPTED AS TEACHERS FEEL BEST SUIT THEIR OWN NEEDS, THEIR PUPILS, AND THEIR SCHOOL SITUATIONS. OBJECTIVES ARE SET FORTH TO WIDEN PUPILS' AWARENESS OF OCCUPATIONS AVAILABLE TO THEM, TO INCREASE THEIR APPRECIATION FOR ALL WORK WELL DONE, AND TO PROVIDE ACTIVITIES

THAT WILL DEVELOP THEIR UNDERSTANDING OF A PARTICULAR WORK AREA. TEN CONCEPTS ARE PRESENTED COVERING THE SOCIOLOGICAL, PSYCHOLOGICAL, AND OCCUPATIONAL ASPECTS OF PERSONAL DEVELOPMENT. AN APPENDIX OF OVER A HUNDRED PAGES PROVIDES A WIDE VARIETY OF ACTIVITIES, LEARNING PROJECTS, AND RESOURCE MATERIALS. (MU)

VT 100 145
HOPKINS, CHARLES
CONSUMER EDUCATION--A COURSE OF STUDY IN FUNDAMENTALS, RESOURCES, CLASS ACTIVITIES AND CONCEPTS.

WEST VIRGINIA RETAILERS ASSOCIATION, CHARLESTON.
DOCUMENT NOT AVAILABLE IN VT-ERIC SET.
PUB DATE - 69 240P.

DESCRIPTORS - RESOURCE MATERIALS; *CURRICULUM GUIDES; *CONSUMER EDUCATION; CONCEPT FORMATION; *LEARNING ACTIVITIES; *CONSUMER ECONOMICS; MARKETING; BIBLIOGRAPHIES; GLOSSARIES; GOAL ORIENTATION; *MONEY MANAGEMENT; SECONDARY GRADES
IDENTIFIERS - *WEST VIRGINIA; ECONOMIC AWARENESS

ABSTRACT - THIS FLEXIBLE CURRICULUM GUIDE FOR CONSUMER EDUCATION AT THE SECONDARY LEVEL CONTAINS TEACHING SUGGESTIONS, A RATIONALE, A WIDE RANGE OF TOPICAL UNITS, A BIBLIOGRAPHY, A GLOSSARY, AND OTHER RESOURCE MATERIALS. PRESENTED IN A 3-RING NOTEBOOK, THIS GUIDE INCLUDES FOR EACH CONSUMER TOPIC LEARNING ACTIVITIES, RESOURCE LISTS, AND CONCEPTS, CORRELATED WITH CONSUMER MOTIVATION TECHNIQUES. RANGING FROM MONEY MANAGEMENT TO INSURANCE, THESE TOPICS ARE PRESENTED IN A 4-COLUMN CHART FORMAT. EXTENSIVE CHARTS, TABLES, AND WORKSHEETS ENRICH THE TEXT, WHICH IS INTENDED SPECIFICALLY FOR WEST VIRGINIA STUDENTS. (AG)

VT 100 146
FELDMAN, NORMAN
GUIDE TO FUNDING NEW CAREERS PROGRAMS.

NEW YORK UNIV., N.Y. NEW CAREERS DEVELOPMENT CENTER.
DOCUMENT NOT AVAILABLE IN VT-ERIC SET.
NEW CAREERS, 184 FIFTH AVENUE, NEW YORK CITY, NY 10010 ($5.00)
PUB DATE - MAR72 201P. SECOND REVISED EDITION.

DESCRIPTORS - *ADULT EDUCATION; *FEDERAL LEGISLATION; *FINANCIAL SUPPORT; *GRANTS; *GUIDELINES; EDUCATIONAL LEGISLATION; FEDERAL PROGRAMS
IDENTIFIERS - *NEW CAREER PROGRAMS

ABSTRACT - THE PURPOSE OF THIS GUIDE IS TO PROVIDE AN OUTLINE OF THE FEDERAL PROGRAMS AVAILABLE WHICH ACTUALLY OR POTENTIALLY SUPPORT NEW CAREERS PROGRAMS AND TO SUGGEST METHODS FOR INCREASING THE CHANCES OF GETTING FUNDS. SEPARATE SECTIONS WITHIN THE GUIDE INCLUDE THE FOLLOWING: (1) IMPROVING FUNDING OPPORTUNITIES, (2) LEGISLATION: LEGISLATIVE SUMMARIES, CONCERNING EDUCATION, HEALTH, MUNICIPAL SERVICES, WELFARE, MULTI-FIELD, GENERAL PROGRAM ASSISTANCE, AND (3) A LIST OF FEDERAL AGENCY REGIONAL OFFICES. (AUTHOR/DL)

VT 100 210
CHIPLEY, DONALD R.; CHIPLEY, SHEILA M.
CAREER DEVELOPMENT IN THE ELEMENTARY SCHOOL--A BIBLIOGRAPHY OF SELECTED AND SUPPLEMENTARY RESOURCES ORGANIZED IN TERMS OF OCCUPATIONAL CLUSTERS USED IN THE GARY, INDIANA PROGRAM OF VOCATIONAL-TECHNICAL EDUCATION.

MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 24P. PREPARED FOR INSERVICE WORKSHOP ON CAREER DEVELOPMENT EDUCATION (UNIVERSITY OF GEORGIA, 1970).

DESCRIPTORS - *BIBLIOGRAPHIES; *CAREERS; *OCCUPATIONAL CLUSTERS; *RESOURCE MATERIALS; *VOCATIONAL DEVELOPMENT; CAREER PLANNING; ELEMENTARY GRADES; OCCUPATIONAL INFORMATION

IDENTIFIERS - CAREER AWARENESS

ABSTRACT - DESIGNED FOR USE AT THE ELEMENTARY LEVEL, THIS TWO-PART BIBLIOGRAPHY CONTAINS LISTINGS OF BOOKS, FILMS, FILMSTRIPS, AND SONGS CENTERED AROUND THE WORLD OF WORK. THE RESOURCES ARE LISTED IN ALPHABETICAL ORDER BY AUTHOR AND ENTERED UNDER THE OCCUPATIONAL CLUSTER TO WHICH THEY APPLY. ENTRIES UNDER WHICH RESOURCES ARE CITED INCLUDE: (1) BUILDING CONSTRUCTION, (2) BUSINESS AND COMMERCE, (3) COMMUNICATIONS, (4) EXTRACTION INDUSTRIES, (5) HEALTH AND PERSONAL SERVICES, (6) MARINE TRADES, (7) MECHANICS AND METAL WORKING, (8) PROTECTIVE SERVICES, (9) TECHNOLOGY, (10) TEXTILES AND LEATHER, AND (11) MISCELLANEOUS. (SN)

VT 100 211
WILSON, MARIAN
BIBLIOGRAPHY OF RESOURCE MATERIALS ON FOOD PRODUCTION AND SERVICE.

AMHERST REGIONAL HIGH SCHOOL, MASS.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - NOV71 36P.

DESCRIPTORS - *ANNOTATED BIBLIOGRAPHIES; *BIBLIOGRAPHIES; *FOOD SERVICE; *FOOD SERVICE INDUSTRY; *FOODS INSTRUCTION; CONSUMER SCIENCE; COOKING INSTRUCTION; OCCUPATIONAL HOME ECONOMICS; RESOURCE GUIDES

ABSTRACT - THIS BIBLIOGRAPHY CONTAINS A CATEGORICAL LISTING OF RESOURCE MATERIALS ON FOOD PRODUCTION AND SERVICES. CATEGORIES UNDER WHICH THE ENTRIES ARE CITED INCLUDE: (1) BOOKS, (2) BOOKLETS, (3) FILM LOOPS, (4) FILMS, (5) FILMSTRIPS AND SLIDES, (6) PERIODICALS, AND (7) PROGRAMMED LEARNING MATERIALS. SOME OF THE ENTRIES IN THE CATEGORIES OF BOOKS, FILMS, FILM LOOPS, FILMSTRIPS, AND PROGRAMMED MATERIALS CONTAIN BRIEF ANNOTATIONS. (SN)

VT 100 212
HARRIS, CHARLES A., COMP.
ACTIVITIES AND CURRICULUM OUTLINES FOR AN EXEMPLARY PROGRAM FOR OCCUPATIONAL PREPARATION AT CARVER MIDDLE SCHOOL--GRADES 6-8.

NEW ORLEANS PUBLIC SCHOOLS, LA.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 21P.

DESCRIPTORS - *COURSE CONTENT; *CURRICULUM GUIDES; *DEMONSTRATION PROGRAMS; *VOCATIONAL DEVELOPMENT; *VOCATIONAL EDUCATION; MIDDLE SCHOOLS; OCCUPATIONAL GUIDANCE; OCCUPATIONAL INFORMATION; WORK EXPERIENCE PROGRAMS
IDENTIFIERS - *CARVER MIDDLE SCHOOL

ABSTRACT - THIS BOOKLET WAS DEVELOPED AS A GUIDE FOR MIDDLE SCHOOL ADVISORS AND COUNSELORS WORKING IN THE EXEMPLARY OCCUPATIONAL PREPARATION PROGRAM BEING IMPLEMENTED IN A MIDDLE SCHOOL WITHIN THE NEW ORLEANS PARISH SCHOOL SYSTEM. OBJECTIVES OF THE PROGRAM WERE TO PROVIDE A CURRICULUM WHICH INCORPORATES OCCUPATIONAL INFORMATION AND GUIDANCE AND BUILDS UPON CONCEPTS ALREADY FORMULATED AT THE ELEMENTARY LEVEL AS WELL AS TO PROVIDE OPPORTUNITIES FOR POTENTIAL DROPOUTS AND REPEAT STUDENTS TO DEVELOP CAPABILITIES IN ONE OF THE THREE SEMI-SKILLED VOCATIONAL FIELDS OF CARPENTRY, CHILD CARE, AND/OR FOOD HANDLING. SPECIFIC CONTENTS OF THIS GUIDE INCLUDE: (1) ACTIVITIES WHICH THE MIDDLE SCHOOL ADVISOR IS RESPONSIBLE FOR DIRECTING, (2) OBJECTIVES OF THE SEMI-SKILLED CLASSES, AND (3) GENERAL COURSE OUTLINES AND INSTRUCTIONAL PROCEDURES FOR EACH OF THE THREE SEMI-SKILLED CLASSES. (SN)

VT 100 216
CALHOUN, CALFREY C., AND OTHERS
CONSUMER EDUCATION RESOURCE GUIDE, K-12: A MULTI-DISCIPLINARY APPROACH.

GEORGIA UNIV., ATHENS. CENTER FOR FAMILY FINANCE EDUCATION.
GEORGIA STATE DEPT. OF FAMILY AND CHILDREN SERVICES, ATLANTA.
MF AVAILABLE IN VT-ERIC SET.

COLLEGE OF EDUCATION, UNIVERSITY OF GEORGIA, ATHENS, GEORGIA, 30601 ($2.50)
PUB DATE - JUN72 262P.

DESCRIPTORS - *CONSUMER ECONOMICS; *CONSUMER EDUCATION; *CURRICULUM GUIDES; *MERCHANDISE INFORMATION; *RESOURCE GUIDES; ELEMENTARY GRADES; KINDERGARTEN; PURCHASING; SECONDARY GRADES
IDENTIFIERS - *GEORGIA

ABSTRACT - THIS GUIDE WAS PREPARED OUT OF A REALIZATION OF THE NEED FOR CONSUMER EDUCATION FROM KINDERGARTEN THROUGHOUT THE SCHOOL PROGRAM IN ORDER TO DEVELOP A BETTER INFORMED CITIZENRY. SPECIFICALLY, IT WAS DESIGNED TO ASSIST INTERESTED TEACHERS, AND INDIVIDUAL SCHOOLS, OR SCHOOL SYSTEMS IN THE STATE OF GEORGIA IN DEVELOPING THEIR OWN CURRICULUM GUIDES FOR CONSUMER EDUCATION INSTRUCTION. THE GUIDE IS ORGANIZED AROUND SIX CONCEPTS AND INCLUDES BROAD BEHAVIORAL OBJECTIVES FOR EACH. THE CONCEPTS PRESENTED ARE: (1) PLANNING, (2) BUYING, (3) BORROWING, (4) PROTECTING, (5) SHARING, AND (6) SAVING. TO FACILITATE INSTRUCTION OF THE CONCEPTS, LEARNING EXPERIENCES DIVIDED ACCORDING TO GRADE LEVELS ARE PROVIDED AND SUGGESTED RESOURCE MATERIALS TO BE USED IN TEACHING THE CONCEPTS ARE GIVEN. (SN)

VT 100 219
PAIR, JAMES R.; LAHR, ERIC
CULINARY ARTS WORKBOOK: PART 1.

CALIFORNIA STATE DEPT. OF EDUCATION, SACRAMENTO. BUREAU OF INDUSTRIAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
CALIFORNIA STATE DEPARTMENT OF EDUCATION, BUSINESS SERVICE SECTION, TEXTBOOK AND PUBLICATION SALES, 721 CAPITOL MALL, SACRAMENTO, CA. 95814 ($2.50)
PUB DATE - 72 116P.

DESCRIPTORS - *COOKS; *FOOD SERVICE; *FOODS INSTRUCTION; *TRADE AND INDUSTRIAL EDUCATION; *WORKBOOKS; APPRENTICESHIPS; FOOD SERVICE INDUSTRY; FOOD SERVICE OCCUPATIONS; FOOD SERVICE WORKERS; FOOD STANDARDS; STUDY GUIDES

ABSTRACT - THIS WORKBOOK IS FOR THE CLASSROOM INSTRUCTION THAT SUPPLEMENTS ON-THE-JOB TRAINING FOR APPRENTICES IN THE FOOD HANDLERS INDUSTRY. IT CONTAINS NINE UNITS OF INSTRUCTION WITH A VARYING NUMBER OF TOPICS WITHIN EACH UNIT. EACH TOPIC PRESENTS THE INSIGHTS SOUGHT IN THE LESSON, SUPPLEMENTARY READING MATERIAL, STUDY ASSIGNMENTS, AND A STUDY GUIDE IN THE FORM OF A QUESTION PAGE TO BE FILLED IN BY THE STUDENT. THE FOLLOWING UNITS MAKE UP THE COURSE CONTENT: (1) THE APPRENTICE COOK AND HIS TRADE, (2) GOVERNMENT, LABOR, AND MANAGEMENT, (3) REVIEW OF BASIC MATHEMATICS, (4) BASIC KITCHEN RULES, (5) CULINARY INFORMATION, AND (6) FOOD STATIONS ON THE JOB (THE PANTRY, THE VEGETABLE, THE FRY COOK, AND THE ROAST AND BROILER STATIONS). PHOTOGRAPHS OF EQUIPMENT USED IN COMMERCIAL KITCHENS ARE FOUND THROUGHOUT THE TEXT. (MU)

VT 100 222
NORTH CAROLINA CAREER EDUCATION CURRICULUM MATERIALS.

CURRICULUM COORDINATING UNIT.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 73 12P.

DESCRIPTORS - *CAREER EDUCATION; *INSTRUCTIONAL MATERIALS; *TEACHING MATERIALS; CAREERS; CURRICULUM GUIDES; VOCATIONAL DEVELOPMENT; VOCATIONAL EDUCATION
IDENTIFIERS - *NORTH CAROLINA

ABSTRACT - THIS DOCUMENT CONTAINS THE TITLES AND DESCRIPTIONS OF CURRICULUM MATERIALS DEVELOPED BY VOCATIONAL PERSONNEL IN NORTH CAROLINA FOR USE IN FACILITATING THE ADVANCEMENT OF CAREER EDUCATION. ENTERED UNDER THE TITLES OF CAREER EXPLORATION AND CAREER PREPARATION, THE MATERIALS INCLUDE: (1) A COPY OF A STUDENT ACTIVITY

SHEET FOR USE IN THE AREA OF CAREER EXPLORATION, (2) A TEACHER'S GUIDE TO VOCATIONS, AND (3) CURRICULUM GUIDES AND TEACHING UNITS FOR USE IN FACILITATING COURSES IN AGRICULTURE PRODUCTION, OUTDOOR RECREATION AND APPLIED ECOLOGY, ORNAMENTAL HORTICULTURE, CONSUMER AND HOMEMAKING, BUSINESS AND OFFICE EDUCATION, AEROSPACE, COOPERATIVE FASHION MERCHANDISING, TRADE AND INDUSTRIAL EDUCATION, AGRICULTURAL MECHANICS, HEALTH OCCUPATIONS, AND DISTRIBUTIVE EDUCATION COOPERATIVE PROFESSIONAL SERVICES. (SN)

VT 100 225
OCCUPATIONAL RELATIONS COURSE OUTLINE. FIRST YEAR. WORCESTER PUBLIC SCHOOLS WORK-STUDY PROGRAM.

WORCESTER PUBLIC SCHOOLS, MASS. GUIDANCE DEPT.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 43P.

DESCRIPTORS - *COURSE CONTENT; *CURRICULUM GUIDES; *VOCATIONAL EDUCATION; *WORK EXPERIENCE PROGRAMS; *WORK STUDY PROGRAMS; COOPERATIVE PROGRAMS; COURSE DESCRIPTIONS; JOB TRAINING; SECONDARY GRADES; VOCATIONAL DEVELOPMENT
IDENTIFIERS - *OCCUPATIONAL RELATIONS; MASSACHUSETTS; NERCOE PROJECT

ABSTRACT - THIS HANDBOOK WAS DEVELOPED FOR STUDENTS ENROLLED IN THE FIRST YEAR OCCUPATIONAL RELATIONS COURSE IN THE WORCESTER PUBLIC SCHOOL SYSTEM. PROVIDED ARE: (1) AN OVERVIEW OF THE COURSE COMPLETE WITH A STATEMENT OF RATIONALE, (2) A LIST OF TASKS FOR WHICH THE STUDENTS ARE HELD ACCOUNTABLE, AND (3) AN OUTLINE OF THE COURSE CONTENT AND STUDENT ASSIGNMENTS FOR THE EIGHT TOPICS TO BE COVERED. INCLUDED AMONG THE TOPICS TO BE EXPLORED ARE: (1) YOUR HEALTH AND SAFETY, (2) THE STUDY OF YOUR JOB, (3) SECURING ADVANCEMENT IN THE WORLD OF WORK, (4) THE IMPORTANCE OF WORK SKILLS, (5) WORCESTER FACTORY JOBS, (6) YOU AND YOUR CAR, (7) YOUR USE OF LEISURE TIME, AND (8) SPENDING AND SAVING YOUR MONEY. (SN)

VT 100 234
SWANKE, FLORENZ, AND OTHERS
HOME ECONOMICS FOODS AND NUTRITION. COURSE CURRICULUM.

GRAND FORKS PUBLIC SCHOOLS, N. DAK.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 67P.

DESCRIPTORS - *COOKING INSTRUCTION; *CURRICULUM GUIDES; *FOOD; *FOODS INSTRUCTION; *HOME ECONOMICS EDUCATION; CAREER CHOICE; CONSUMER EDUCATION; FOOD SERVICE OCCUPATIONS

ABSTRACT - THIS COURSE CURRICULUM PROVIDES MATERIAL FOR THREE LEVELS OF LEARNING ABOUT FOODS AND NUTRITION IN THE SECONDARY GRADES. THE INTRODUCTORY FOODS COURSE PROVIDES KNOWLEDGE AS A BASIS FOR MAKING FOOD CHOICES IN RELATION TO HEALTH, ENERGY, APPEARANCE, AND GENERAL WELL-BEING. THE INTERMEDIATE COURSE IS DESIGNED TO HELP DEVELOP SKILLS AND JUDGEMENT TO PLAN, PREPARE, AND SERVE ATTRACTIVE AND NOURISHING MEALS. THE ADVANCED LEVEL OF STUDY, INVOLVING THE STUDENT IN MORE COMPLEX MEAL PREPARATION, INCLUDES MANAGEMENT OF TIME, MONEY, AND ENERGY AND RELATES FOOD STUDY TO ECOLOGY. IN THE SPECIAL INTEREST LEVEL, THE WORK IS LINKED MORE CLOSELY TO PERSONAL AND FAMILY SATISFACTION, LABOR-SAVING DEVICES, AND EFFECTIVE USE AND CARE OF EQUIPMENT. CAREERS AND OCCUPATIONS IN FOOD SERVICES AS A POSSIBLE VOCATIONAL CHOICE ARE A PART OF THE UNIT. (AUTHOR/MU)

VT 100 237
MCDONNELL, MARIE
FASHION FABRICS. PART I: RELATED TEXTILE INFORMATION AND THEORY FOR THE APPAREL TRADES.

RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. CURRICULUM LAB.
NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.

PUB DATE - MAY73 204P.

DESCRIPTORS - *HOME ECONOMICS EDUCATION; *INSTRUCTIONAL MATERIALS; *TEXTILES INSTRUCTION; *WORKBOOKS; CLOTHING INSTRUCTION; DISTRIBUTIVE EDUCATION; SECONDARY GRADES; TEXTBOOKS
IDENTIFIERS - *FASHION FABRICS

ABSTRACT - THIS BOOK WAS DESIGNED FOR USE AT THE HIGH SCHOOL LEVEL IN SUCH COURSES AS HOME ECONOMICS, FASHION DESIGN, TEXTILE SCIENCE, AND DISTRIBUTIVE EDUCATION. SEQUENCES OF THE INSTRUCTIONAL UNITS PRESENTED MAY BE CHANGED BY THE TEACHER AND SO ALTERED TO SUIT HIS AIMS. SPECIFIC CONTENTS OF THE TEXT INCLUDE: (1) INTRODUCTION TO TEXTILES, (2) BUYING AND SEWING FASHION FABRICS, (3) COMPOSITION OF MATTER AND OF TEXTILE FIBERS, (4) COMPARATIVE QUALITIES OF TEXTILE FIBERS, (5) CARE OF FIBERS, FABRICS, AND GARMENTS, AND (6) LABELING AND TESTING FIBERS FOR IDENTIFICATION. IN ADDITION TO THE INSTRUCTIONAL UNITS PROVIDED ARE TESTS, AN EQUIPMENT AND MATERIALS LIST, SOURCES OF INFORMATION ABOUT TEXTILES, AND A GENERAL BIBLIOGRAPHY CONTAINING OTHER REFERENCES. A RELATED DOCUMENT IS AVAILABLE AS VT 100 238. (SN)

VT 100 238
MCDONNELL, MARIE
FASHION FABRICS. PART II: RELATED TEXTILE INFORMATION AND THEORY FOR THE APPAREL TRADES.

RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. CURRICULUM LAB.; NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
N.J. VOC-TECH CURRICULUM LABORATORY, RUTGERS UNIVERISTY, BUILDING 4103, KILMER CAMPUS, NEW BRUNSWICK, N.J. 08903 ($3.00)
PUB DATE - MAY73 238P.

DESCRIPTORS - *CLOTHING; *CLOTHING INSTRUCTION; *DISTRIBUTIVE EDUCATION; *HOME ECONOMICS EDUCATION; *TEXTILES INSTRUCTION

ABSTRACT - THIS SECOND PART OF A 2-VOLUME TEXT FOR SECONDARY STUDENTS IN TEXTILE SCIENCE, HOME ECONOMICS, AND DISTRIBUTIVE EDUCATION INCLUDES A SECTION USEFUL AS A WORKBOOK FOR THE STUDENT. UNITS SEVEN THROUGH ELEVEN ARE PRESENTED HERE AND PROVIDE INFORMATION ON YARNS, WEAVING, NONWOVEN FABRIC CONSTRUCTIONS, FABRIC FINISHES, AND METHODS OF EVALUATING FABRICS. EACH OF THE 35 LESSONS PROVIDES AN INTRODUCTORY SHORT TEST, A VOCABULARY, MATERIALS USED IN THE LESSON, RELATED INFORMATION AND ILLUSTRATIVE MATERIAL KEYED TO THE TEXT, A SERIES OF TEST QUESTION, AND WORKBOOK ACTIVITIES. THIS SECOND VOLUME PROVIDES THE TEACHER WITH AN OVERALL EQUIPMENT AND MATERIALS LIST, SOURCES OF INFORMATION ON TEXTILE FIBERS AND A BIBLIOGRAPHY FOR BOTH VOLUMES. PART 1, CONTAINING THE FIRST SIX UNITS IS AVAILABLE AS VT 100 237. (MU)

VT 100 240
SPRAGUE, EVERETT T.
WALLCOVERING WORKBOOK SUPPLEMENT.

CALIFORNIA STATE DEPT. OF EDUCATION, SACRAMENTO. BUREAU OF INDUSTRIAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
CALIFORNIA STATE DEPARTMENT OF EDUCATION, BUSINESS SERVICE SECTION, TEXTBOOK AND PUBLICATION SALES, 721 CAPITOL MALL, SACRAMENTO, CA 95814 ($2.50)
PUB DATE - 72 95P.

DESCRIPTORS - *APPRENTICESHIPS; *FINISHING; *STUDY GUIDES; *SUPPLEMENTARY TEXTBOOKS; *TRADE AND INDUSTRIAL EDUCATION; ADULT VOCATIONAL EDUCATION; INDUSTRIAL TRAINING; JOB TRAINING

ABSTRACT - THIS WORKBOOK INCLUDES THE INSTRUCTIONAL MATERIALS FOR THE APPRENTICE DECORATOR WHO IS LEARNING TO APPLY WALL COVERINGS. THE COURSE CONSISTS OF A SERIES OF INDIVIDUAL LESSONS WITH A STUDY GUIDE AT THE END OF EACH TOPIC FOR THE STUDENT TO CHECK HIS PROGRESS AS HE PROCEEDS THROUGH THE COURSE.

ON THE TABLE OF CONTENTS PAGE, A RIGHT-HAND COLUMN PROVIDES A PLACE FOR THE INSTRUCTOR TO INITIAL A COMPLETED UNIT AND TO ASSIGN A NEW ONE BY DATING IT. THE CONTENTS INCLUDE MATERIAL IN THE FOLLOWING SUBJECT AREAS: (1) THE APPRENTICE APPLICATOR AND HIS TRADE, (2) SURFACE PREPARATION, (3) TOOLS, EQUIPMENT, AND ADHESIVES, (4) WALLCOVERING MATERIALS, AND (5) WALLCOVERING APPLICATION. A GLOSSARY IS INCLUDED. (MU)

VT 100 249
LUCHT, LINDA LOU, ED.
A GUIDE FOR EVALUATING CONSUMER EDUCATION PROGRAMS AND MATERIALS.

AMERICAN HOME ECONOMICS ASSOCIATION, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
AMERICAN HOME ECONOMICS ASSOCIATION, 2010 MASSACHUSETTS AVENUE, NW., WASHINGTON, D.C. 20036 ($1.25)
PUB DATE - 72 25P.

DESCRIPTORS - *CONSUMER EDUCATION; *EVALUATION CRITERIA; *PROGRAM EVALUATION; *RATING SCALES; BEHAVIORAL OBJECTIVES; CONTENT ANALYSIS; CURRICULUM; GUIDELINES; INSTRUCTIONAL MATERIALS

ABSTRACT - THIS BOOKLET WAS DEVELOPED BY THE COMMITTEE ON CRITERIA FOR CONSUMER EDUCATION PROGRAMS AND MATERIALS OF THE AMERICAN HOME ECONOMICS ASSOCIATION AS A GUIDE IN EVALUATING CONSUMER EDUCATION PROGRAMS AND MATERIALS. A SERIES OF SCALES DESIGNED TO AID IN THE EVALUATION MAY ALSO BE USED AS CRITERIA FOR DEVELOPING PROGRAMS AND MATERIALS, WHICH ARE ORGANIZED INTO SECTIONS ON OBJECTIVES, CONTENT, LEARNING EXPERIENCES, EVALUATION MATERIALS AND PROCEDURES, AND EDUCATIONAL MATERIALS. THESE SCALES ARE INTENDED AS GUIDELINES ONLY. A SEPARATE PART ON CRITERIA FOR EDUCATION MATERIALS WAS INCLUDED, AS THE NEEDS OF THOSE WHO DEVELOP EDUCATIONAL MATERIALS MAY DIFFER FROM THOSE INVOLVED IN TOTAL CURRICULUM PLANNING. (MF)

VT 100 254
CURRICULUM GUIDE FOR HOMEMAKING EDUCATION, GRADES 7-12.

MARYSVILLE JOINT UNIFIED SCHOOL DISTRICT, CALIF.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 91P.

DESCRIPTORS - *CURRICULUM GUIDES; *HOME ECONOMICS EDUCATION; *HOMEMAKING EDUCATION; *SECONDARY GRADES; *TEACHING GUIDES; OCCUPATIONAL HOME ECONOMICS
IDENTIFIERS - *MARYSVILLE JOINT UNIFIED SCHOOL DISTRICT; CALIFORNIA

ABSTRACT - THIS CURRICULUM GUIDE FOR A HOME ECONOMICS PROGRAM IN THE MARYSVILLE JOINT UNIFIED SCHOOL DISTRICT, CALIFORNIA, PROVIDES THE TEACHER WITH A TEACHING GUIDE PRESENTED IN FOUR COLUMNS. THEY SUPPLY COURSE OBJECTIVES, PERFORMANCE OBJECTIVES, SUGGESTED LEARNING STRATEGIES, AND RESOURCES. CONTENT COVERED INCLUDES: (1) CLOTHING, (2) SENIOR HOMEMAKING, (3) GENERAL HOMEMAKING, (4) INTERIOR DECORATING, (5) CHILD CARE AND HOME NURSING, AND (6) FOODS. (MU)

VT 100 255
BORK, ISABELLE, AND OTHERS
YOUR FUTURE IN CONSUMER AND HOMEMAKING RELATED OCCUPATIONS. GUIDES FOR CAREER EXPLORATION.

GRAND FORKS PUBLIC SCHOOLS, N. DAK.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 72 33P.

DESCRIPTORS - *CAREER OPPORTUNITIES; *FOOD SERVICE INDUSTRY; *OCCUPATIONAL INFORMATION; *RESOURCE MATERIALS; FILMS; GUIDES; INTEREST TESTS

ABSTRACT - THIS GUIDE IS DESIGNED TO PROVIDE TEACHERS AND STUDENTS WITH A BROAD OVERVIEW OF THE FOOD SERVICE INDUSTRY AS WELL AS AN IN-DEPTH LOOK AT SOME SPECIFIC JOBS. IT MAY BE USED IN A NUMBER OF ACADEMIC SETTINGS IN AN EFFORT TO ORIENT THE STUDENT TO THE WORLD OF

WORK, TO STRESS THE DIGNITY OF ALL LABOR, AND TO ASSIST IN PREPARING INDIVIDUALS FOR A PRODUCTIVE PLACE IN SOCIETY. QUALIFICATIONS, CONSIDERATIONS, AND DESCRIPTIONS OF VARIOUS JOBS IN THE INDUSTRY ARE PRESENTED WITH WORKSHEETS TO BE COMPLETED, SHORT STUDY GUIDES, LEARNING ACTIVITIES, AND INTEREST TESTS LEADING THE STUDENT TO AN UNDERSTANDING OF THE OPPORTUNITIES IN THE FIELD OF FOOD SERVICE AND HIS RELATION TO THEM. (AUTHOR/MU)

VT 100 257
EVERYTHING YOU ALWAYS WANTED TO KNOW ABOUT YOUR FUTURE BUT WERE AFRAID TO ASK. AN INFORMATIONAL BULLETIN FOR SENIORS.

ROBBINSDALE INDEPENDENT SCHOOL DISTRICT 281, MINN.
MF AVAILABLE IN VT-ERIC SET.
MRS. ELVERA SPRINGER, 4148 WINNETKA AVENUE, N., MINNEAPOLIS, MINNESOTO 55427
PUB DATE - SEP72 35P.

DESCRIPTORS - *COMMUNITY RESOURCES; *GUIDANCE SERVICES; *GUIDELINES; *OCCUPATIONAL GUIDANCE; *RESOURCE GUIDES; COLLEGES; EDUCATIONAL OPPORTUNITIES; JUNIOR COLLEGES
IDENTIFIERS - *MINNESOTA; ROBBINSDALE AREA SCHOOLS

ABSTRACT - THIS SET OF GUIDELINES HAS BEEN WRITTEN TO ACQUAINT THE SENIORS OF A MINNESOTA HIGH SCHOOL WITH THE EXTENT AND VARIETY OF COUNSELING AIDS AND GUIDANCE RESOURCES AVAILABLE TO THEM IN THEIR SCHOOL, ON THEIR FACULTY, AND IN THEIR COMMUNITY. AREA VOCATIONAL/TECHNICAL SCHOOLS ARE LOCATED ON A MAP OF THE STATE AND COURSES OF STUDY AVAILABLE IN VARIOUS VOCATIONAL SCHOOLS ARE LISTED UNDER AREAS INCLUDING BUSINESS, HEALTH, TECHNICAL TRADES, FOOD SERVICES, CLOTHING RELATED, AND MISCELLANEOUS. COLLEGE DEGREE PROGRAMS AND ASSOCIATE DEGREE AND TECHNICAL PROGRAMS ARE DISCUSSED. (MU)

VT 100 266
BORK, ISABELLE, AND OTHERS
HOME ECONOMICS: YOUR HOME A LIVING ENVIRONMENT. COURSE CURRICULUM.

GRAND FORKS PUBLIC SCHOOLS, N. DAK.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 40P.

DESCRIPTORS - *HOME ECONOMICS EDUCATION; *HOMEMAKING EDUCATION; *HOMEMAKING SKILLS; *INTERIOR DESIGN; HOME FURNISHINGS; SECONDARY GRADES

ABSTRACT - THIS CURRICULUM GUIDE FOR COURSES IN HOMEMAKING IDEAS PROVIDES CURRICULUMS FOR TWO LEVELS OF LEARNING: BEGINNING AND ADVANCED (SPECIAL INTEREST). GENERAL GOALS, CONTENT OUTLINES, AND LEARNING ACTIVITIES FOR EACH LEVEL ARE INCLUDED: ONE GEARED FOR THE STUDENT AS A FAMILY MEMBER AND A SECOND AS A FUTURE HOUSEHOLDER INTERESTED IN A HOUSE IN TOTAL. CONCEPTS OF DESIGN, UTILITY, SAFETY, MAINTENANCE, AND COST ARE INCORPORATED INTO BOTH LEVELS. THE APPENDIX PROVIDES CHECKLISTS ON HOME CONSTRUCTION AND HOME SAFETY AND A BIBLIOGRAPHY OF BOOKS, PAMPHLETS, VISUAL AIDS, AND PERIODICALS. (MU)

VT 100 268
HILL, RUTH
OCCUPATIONAL HOME ECONOMICS. COURSE CURRICULUM.

GRAND FORKS PUBLIC SCHOOLS, N. DAK.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 70 108P.

DESCRIPTORS - *FOOD SERVICE INDUSTRY; *FOOD SERVICE WORKERS; *FOODS INSTRUCTION; *JOB TRAINING; *OCCUPATIONAL HOME ECONOMICS; FOOD HANDLING FACILITIES; FOOD SERVICE; FOOD SERVICE OCCUPATIONS; FOOD STANDARDS; SECONDARY GRADES; VOCATIONAL EDUCATION

ABSTRACT - THIS COURSE IS PLANNED FOR A PUBLIC SCHOOL SYSTEM TO PREPARE THE STUDENT FOR THE RESPONSIBILITIES OF A FOOD SERVICE WORKER. IN A 3-COLUMN TEACHERS' GUIDE OF CONCEPTS AND SKILLS, LEARNING ACTIVITIES, AND REFERENCE

MATERIALS, 18 UNITS PRESENT LESSONS ON THE WORKER, THE WORK ENVIRONMENT, ORGANIZATION, EQUIPMENT, AND VARIOUS SPECIFIC JOBS IN THE FOOD SERVICE INDUSTRY. SHEETS USEFUL FOR CLASS DISTRIBUTION, TESTS, AND OTHER TEACHING AIDS ARE INCLUDED AS WELL AS A JOB DESCRIPTION OF A WAITRESS, THE STATE DEPARTMENT OF HEALTH INSPECTION FORM, AND A BIBLIOGRAPHY. (MU)

VT 100 273
SEIVERT, ELDA; BROWNSON, RICHARD
DIVERSIFIED OCCUPATIONS, LEVEL III. COURSE CURRICULUM.

GRAND FORKS PUBLIC SCHOOLS, N. DAK.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 56P.

DESCRIPTORS - *EMPLOYMENT; *FAMILY LIFE EDUCATION; *PERSONAL VALUES; *PREVOCATIONAL EDUCATION; *WORK ATTITUDES; ATTITUDES; CURRICULUM GUIDES; PERSONAL ADJUSTMENT; SECONDARY GRADES

ABSTRACT - THIRTY-SEVEN BEHAVIORAL GOALS DEFINE THE CONTENT OF THIS COURSE CURRICULUM. EACH OF THE 34 UNITS PROVIDES THE TEACHER WITH OBJECTIVES, REFERENCES AND NOTES, MATERIALS NEEDED, SUGGESTED HOURS OF CLASS TIME, AND CONCEPTS TO BE COVERED IN THE CLASSROOM. SUBJECT MATTER INCLUDES MATERIAL ON PERSONAL REGIMEN, EMPLOYMENT, SOCIAL AMENITIES, HOMEMAKING, AND CITIZENSHIP. (MU)

VT 100 277
BEAUTY PRODUCTS AND THE CONSUMER. ONE OF A SERIES FOR EXPANDED PROGRAMS IN CONSUMER EDUCATION.

NEW YORK STATE EDUCATION DEPT., ALBANY. BUREAU OF SECONDARY CURRICULUM DEVELOPMENT.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 72 91P.

DESCRIPTORS - *CONSUMER EDUCATION; *COSMETOLOGY; *MERCHANDISE INFORMATION; *SAFETY; *SELF CARE SKILLS; HEALTH; HYGIENE; SANITATION
IDENTIFIERS - *COSMETICS

ABSTRACT - THIS MODULE IS PART OF A CONSUMER EDUCATION COURSE CURRICULUM IN NEW YORK STATE WHICH HAS BEEN INTRODUCED INTO OVER 500 HIGH SCHOOLS IN THE STATE. THESE MODULES, DESIGNED TO HELP LOW INCOME CONSUMERS MAKE BETTER USE OF THEIR MONEY, MAY BE USED AS SEMESTER COURSES OR AS ADDED MATERIAL IN AN EXISTING COURSE. THE 3-COLUMN GUIDE PROVIDES THE TEACHER WITH CONCEPTS TO BE TAUGHT, ACTIVITIES FOR THE TEACHER AND PUPIL, AND SOURCES FOR INFORMATION. OVER 20 UNITS INCLUDE MATERIAL ON SUCH TOPICS AS: (1) THE IMPORTANCE AND HISTORY OF THE BEAUTY BUSINESS, (2) THE SAFETY USES, AND HAZARDS OF COSMETICS, (3) HEALTH SPAS, (4) PROFESSIONAL COSMETOLOGISTS, AND (5) WIGS AND JEWELRY. (MU)

VT 100 293
SUGGESTED LIST OF REFERENCES FOR USE IN HOME ECONOMICS DEPARTMENTS.

NORTH DAKOTA STATE BOARD FOR VOCATIONAL EDUCATION, BISMARCK.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - JUL72 11P.

DESCRIPTORS - *BIBLIOGRAPHIES; *HOME ECONOMICS; *HOME ECONOMICS EDUCATION; BIBLIOGRAPHIC CITATIONS; BOOKS; SECONDARY GRADES

ABSTRACT - THIS DOCUMENT CONTAINS A LISTING OF REFERENCES WHICH MAY BE USED IN JUNIOR AND SENIOR HIGH SCHOOL HOME ECONOMICS COURSES. THE REFERENCES GIVEN ARE ENTERED IN ALPHABETICAL ORDER UNDER SPECIFIC TITLES BY AUTHOR. TOPICAL ENTRIES INCLUDE: (1) ALL PURPOSE CONSUMER AND HOMEMAKING BOOKS, (2) CARE AND GUIDANCE OF CHILDREN, (3) CAREER INFORMATION, (4) FOODS AND NUTRITION, (5) HEALTH, SAFETY, AND HOME NURSING, (6) HOME ECONOMICS FOR BOYS, (7) HOME MANAGEMENT AND FAMILY ECONOMICS, (8) HOUSING AND HOME FURNISHING, (9) PERSONAL AND FAMILY RELATIONS, (10) SELECTION, CARE, AND CONSTRUCTION OF CLOTHING, (11) TEACHER REFERENCES, (12) PARLIAMENTARY PROCEDURE, (13) COOK BOOKS, (14) MAGAZINES, AND (15)

ADDRESSES OF PUBLISHING COMPANIES. (SN)

VT 100 301
SPECIAL SUMMER FOOD SERVICE PROGRAM. TRAINING MANUAL.

DEPARTMENT OF AGRICULTURE, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - MAR73 30P.

DESCRIPTORS - *DAY CARE PROGRAMS; *FOOD SERVICE; *LUNCH PROGRAMS; *SUMMER PROGRAMS; CHILD CARE WORKERS; PROGRAM GUIDES; SUPERVISORY TRAINING

ABSTRACT - THIS HANDBOOK IS DESIGNED FOR SUPERVISORS OF SUMMER PROGRAMS THAT SUPPLY DELIVERED MEALS TO CHILDREN. IN ORDER THAT THE PROGRAMS ARE RUN AS THE LAW INTENDS, SITE SUPERVISORS MUST UNDERSTAND THEIR RESPONSIBILITIES AND THE REGULATIONS OF THE SPECIAL SUMMER FOOD SERVICE PROGRAM. RESPONSIBILITIES ARE PRESENTED IN THREE PARTS: (1) PLANNING, (2) THE FIRST DAY, AND (3) EVERY DAY. A 2-COLUMN FORMAT OF THE LESSON PROVIDES THE GENERAL CONTENT AND TEACHING TIPS. DIRECTIONS GIVEN TO THE INSTRUCTOR STRESS THE NEED TO IMPRESS SUPERVISORS WITH THE USEFULNESS OF THIS TRAINING AND WITH THEIR RESPONSIBILITIES CONCERNING ACCOUNTING FOR THE FOOD DELIVERED, OBSERVING THE MANNER OF SERVING, CONDUCT OF THE MEAL, AND CLEAN-UP. THESE ARE THE FACTORS THAT ASSURE THE INTENT OF THE PROGRAM, THAT IS, TO FEED NEEDY CHILDREN IN THE SUMMER MONTHS WHEN SCHOOL CAFETERIAS ARE CLOSED. (MU)

VT 100 304
OCCUPATIONAL RELATIONS COURSE OUTLINE. SECOND YEAR. WORCESTER PUBLIC SCHOOLS WORK-STUDY PROGRAM.

WORCESTER PUBLIC SCHOOLS, MASS.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 63 56P.

DESCRIPTORS - *COOPERATIVE EDUCATION; *COURSE CONTENT; *CURRICULUM GUIDES; *HUMAN RELATIONS; *WORK EXPERIENCE PROGRAMS; COURSE DESCRIPTIONS; EMPLOYMENT QUALIFICATIONS; MANUALS; VOCATIONAL DEVELOPMENT; VOCATIONAL EDUCATION

ABSTRACT - THIS COURSE OUTLINE WAS DEVELOPED TO SERVE THE NEEDS OF THOSE PUPILS 16 YEARS OF AGE OR OLDER, WHO ARE ENROLLED IN THE SECOND YEAR OF THE WORK EXPERIENCE EDUCATION PROGRAM IN THE WORCESTER PUBLIC SCHOOLS. THE PURPOSES OF THE PROGRAM ARE THREE-FOLD: (1) TO FOSTER AN AWARENESS OF THE IMPORTANCE OF PERSONAL RELATIONS AND THE WORLD OF WORK, (2) TO HELP STUDENTS DEVELOP A GREATER APPRECIATION OF THE EDUCATIONAL POSSIBILITIES INVOLVED IN THEIR JOBS, AND (3) TO AID STUDENTS IN MAKING BETTER SCHOOL AND WORK ADJUSTMENTS BY INTEGRATING THE EDUCATIONAL AND OCCUPATIONAL ASPECTS OF THE PROGRAM. AN EXPLANATION OF HOW THE PROGRAM OPERATES AND A GENERAL OVERVIEW OF THE BASIC CONTEXTUAL AREAS COVERED ARE PROVIDED IN THE OUTLINE AS WELL AS ASSIGNMENT DATA SHEETS FOR EACH OF THE EIGHT TOPICAL AREAS EMPHASIZED IN THE COURSE. THOSE ASSIGNMENTS BY TOPIC AND NUMBER ARE: (1) THE STUDY OF YOUR JOB, (2) HUMAN RELATIONS, (3) THE PROBLEM OF COMBINING SCHOOL AND WORK, (4) PAYROLL DEDUCTIONS AND BENEFITS, (5) BEING A CONSUMER, (6) UNIONS, (7) AMERICAN ECONOMY, AND (8) VOCATIONAL CHOICE AND SECURING ADDITIONAL TRAINING. (SN)

VT 100 307
EISEN, IRVING
CAREERS IN TEACHING AND EDUCATION. B'NAI B'RITH OCCUPATIONAL BRIEF SERIES.

B'NAI B'RITH, WASHINGTON, D.C. CAREER AND COUNSELING SERVICES.
DOCUMENT NOT AVAILABLE IN VT-ERIC SET.
BBCCS-PAMPHLET-1010
PUB DATE - 72 40P. REVISED EDITION.

DESCRIPTORS - *CAREER OPPORTUNITIES; *CAREERS;

*EDUCATION; *TEACHER EDUCATION; *TEACHING; OCCUPATIONAL INFORMATION; OCCUPATIONS; VOCATIONAL DEVELOPMENT

ABSTRACT - DEVELOPED PRIMARILY FOR HIGH SCHOOL STUDENTS AND COLLEGE FRESHMEN AND SOPHOMORES, THIS BOOKLET PROVIDES AN OVERVIEW OF TEACHING AS A PROFESSION. DESCRIBED ARE: (1) THE VARIED DUTIES OF THE CLASSROOM TEACHER AS WELL AS OTHER PROFESSIONALS WITH WHOM TEACHERS WORK, (2) OTHER POSITIONS IN THE EDUCATIONAL FIELD, (3) OPPORTUNITIES FOR MINORITY YOUTH IN TEACHER EDUCATION PROGRAMS, AND (4) OPPORTUNITIES OPEN IN EDUCATION TO THOSE PERSONS WHO DO NOT PLAN TO COMPLETE A FOUR-YEAR COLLEGE PROGRAM. (SN)

VT 100 311
WOODRUFF, ALAN P.
CAREER EDUCATION FACILITIES. A PLANNING GUIDE FOR SPACE AND STATION REQUIREMENTS.

EDUCATIONAL FACILITIES LABS., INC., NEW YORK, N.Y.
DOCUMENT NOT AVAILABLE IN VT-ERIC SET.
EFL, 477 MADISON AVENUE, NEW YORK, N.Y. 10022 ($2.00)
PUB DATE - APR73 48P.

DESCRIPTORS - *FACILITY GUIDELINES; *FLEXIBLE FACILITIES; *OCCUPATIONAL CLUSTERS; *SCHOOL PLANNING; *SPACE UTILIZATION; CAREER EDUCATION; CLASSROOM ARRANGEMENT; MULTIPURPOSE CLASSROOMS; PROGRAM DESIGN

ABSTRACT - THE PURPOSE OF THIS PUBLICATION IS TO PROVIDE THE EDUCATIONAL PLANNER AND ARCHITECT WITH SOME SUGGESTIONS FOR MODELS OF NEW FLEXIBLE-USE, SHARED-SPACE FACILITIES FOR OCCUPATIONAL EDUCATION AND TO SUPPORT THESE MODELS WITH GUIDELINES FOR THE DEVELOPMENT OF FACILITIES AND EDUCATIONAL PROGRAMS FOR OCCUPATIONAL EDUCATION. EXAMPLES ARE GIVEN FOR STATION-SHARING AND SPACE-SHARING PROGRAMS IN SEVERAL OCCUPATIONAL CLUSTERS, WITH FIGURES DELINEATING THE AREA USE. A COMMON TREND IN OCCUPATIONAL EDUCATION IS THE SHIFT AWAY FROM SINGLE-CAREER PROGRAMS TOWARD CAREER FAMILIES OR CLUSTERS. AS A SPECIALIZED LABORATORY FOR EACH CAREER PROGRAM WOULD BE TOO COSTLY, SCHOOLS MUST BE DESIGNED TO INTEGRATE PROGRAMS INTO MULTISKILL CLUSTERS IN OPEN-LABORATORY FACILITIES. THE PUBLICATION INCLUDES GENERAL SECTIONS ON DEVELOPING FACILITY FLEXIBILITY THROUGH SPACE-SHARING AND LABORATORY SPACE-PLANNING STANDARDS, AS WELL AS SPECIFIC ARRANGEMENTS FOR VARIOUS OCCUPATIONAL EDUCATION CLUSTERS. (MF)

VT 100 422
HOMEMAKING IN THE MIDDLE SCHOOL.

PERRY TOWNSHIP METROPOLITAN SCHOOL DISTRICT, INDIANAPOLIS, IND.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - SEP71 17P.

DESCRIPTORS - *CURRICULUM GUIDES; *HOME ECONOMICS EDUCATION; *HOMEMAKING EDUCATION; *MIDDLE SCHOOLS; COURSE CONTENT; HOMEMAKING SKILLS
IDENTIFIERS - *INDIANA

ABSTRACT - THIS CURRICULUM GUIDE OUTLINES THE HOMEMAKING PROGRAM FOR GRADES 6, 7, AND 8 IN INDIANA'S METROPOLITAN SCHOOL DISTRICT OF PERRY TOWNSHIP. INCLUDED ARE: (1) THE MIDDLE SCHOOL PHILOSOPHY, (2) GENERAL OBJECTIVES OF THE PROGRAM, (3) A RECOMMENDED TIME SCHEDULE FOR HOMEMAKING COURSES, AND (4) SPECIFIC OBJECTIVES AND COURSE CONTENT FOR THE HOMEMAKING COURSES TO BE TAUGHT AT THE MIDDLE SCHOOL LEVEL. THE COURSES GIVEN (ACCORDING TO THEIR RESPECTIVE GRADES) ARE: (1) SIXTH GRADE CLOTHING AND FOODS, (2) SEVENTH GRADE FOODS AND NUTRITION, CHILD CARE, GROOMING, AND BOYS' HOMEMAKING, AND (3) EIGHTH GRADE GIRLS' HOUSING AND CONSUMER EDUCATION, AND CLOTHING FOR BOYS AND GIRLS. (SN)

VT 100 430
CURRICULUM BASED UNIT PLANS: 7-9. COMPREHENSIVE CAREER EDUCATION

DEVELOPMENT PROJECT.

MUSKEGON PUBLIC SCHOOLS, MICH.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 73 390P.

DESCRIPTORS - *CAREER EDUCATION; *INTEGRATED CURRICULUM; *OCCUPATIONAL INFORMATION; *TEACHING GUIDES; *UNITS OF STUDY (SUBJECT FIELDS); CLASSROOM ACTIVITIES; OCCUPATIONAL CLUSTERS; SECONDARY GRADES
IDENTIFIERS - *MUSKEGON PUBLIC SCHOOLS

ABSTRACT - THESE UNITS OF INSTRUCTIONAL MATERIALS PROVIDE TEACHING GUIDES FOR GRADES 7-9 TO INTRODUCE CAREER EXPLORATION TO JUNIOR HIGH SCHOOL STUDENTS IN THE MUSKEGON PUBLIC SCHOOLS. EACH UNIT CONTAINS A 5-COLUMN TEACHING GUIDE DETAILING THE CONCEPTS, PERFORMANCE OBJECTIVES, CLASSROOM ACTIVITIES, RESOURCE MATERIALS, AND EVALUATION DEVICES FOR AN OCCUPATIONAL CLUSTER. THE CONTENTS OF THE CURRICULUM INCLUDE UNITS IN CLOTHING, GEOGRAPHY, MATHEMATICS, AND PHYSICAL EDUCATION FOR GRADE 7, UNITS IN ENGLISH, HOME ECONOMICS, INDUSTRIAL ARTS, AND SCIENCE FOR GRADE 8, AND ENGLISH FOR GRADE 9. (MU)

VT 100 432
A COMPREHENSIVE CAREER EDUCATION DEVELOPMENT PROJECT FOR THE SCHOOL DISTRICTS OF MUSKEGON AND MUSKEGON HEIGHTS, MICHIGAN.

MUSKEGON PUBLIC SCHOOLS, MICH.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 31P.

DESCRIPTORS - *CAREER EDUCATION; *EDUCATIONAL OBJECTIVES; *EDUCATIONAL PLANNING; *EDUCATIONAL PROGRAMS; *OCCUPATIONAL CLUSTERS; CURRICULUM PLANNING; VOCATIONAL EDUCATION
IDENTIFIERS - *MUSKEGON PUBLIC SCHOOLS

ABSTRACT - AN ECONOMIC, GEOGRAPHIC, AND DEMOGRAPHIC HISTORY OF THE AREA INTRODUCES THE EDUCATIONAL PROBLEMS THAT HAVE LEAD TO THE PILOT PROGRAM OF CAREER EDUCATION FOR GRADES K-12 IN THE MUSKEGON PUBLIC SCHOOLS. THE MAIN CONCEPTS WHICH CONSTITUTE THE BASE FOR THE COMPREHENSIVE CAREER EDUCATION DEVELOPMENT PROJECT (CCEDP) ARE: (1) THE INTEGRATION OF CAREER EDUCATION INTO THE REGULAR INSTRUCTIONAL PROGRAM IN GRADES K-12, (2) THE CONCEPT OF THE REGULAR INSTRUCTIONAL PROGRAM AS A SIGNIFICANT ROLE IN OCCUPATIONAL GUIDANCE, AND (3) A REEVALUATION OF THE EXISTING VOCATIONAL SERVICES AT THE SECONDARY LEVEL. THE MUSKEGON MODEL DIVIDES THE SYSTEM INTO THREE MAJOR LEVELS OF ACTIVITY, CAREER AWARENESS, ANALYSIS, AND ACTION, AND ON A 12 X 3 MATRIX DEFINES GOALS FOR EACH INSTRUCTIONAL LEVEL. THE MCELROY TEN-CLUSTER PLAN USED AS AN APPROACH PROVIDES THE PARAMETERS FOR THE DEVELOPMENT OF OCCUPATIONALLY-ORIENTED UNITS OF PERFORMANCE-BASED CLASSROOM ACTIVITY. THEY ARE: (1) BUILDING CONSTRUCTION AND MAINTENANCE, (2) BUSINESS AND COMMERCE, (3) COMMUNICATIONS, (4) EXTRACTIVE INDUSTRIES, (5) HEALTH AND PERSONAL SERVICES, (6) MARINE INDUSTRIES, (7) MECHANICS AND METALWORKING, (8) PROTECTIVE SERVICES, (9) SPECIAL TECHNOLOGIES, AND (10) TEXTILES AND LEATHER. (AUTHOR/MU)

VT 100 436
HOMEMAKING: GETTING IT TOGETHER. HOME ECONOMICS, LEVEL II.

ELIZABETH PUBLIC SCHOOLS, N.J.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - JUL71 79P.

DESCRIPTORS - *HOME ECONOMICS; *HOME ECONOMICS SKILLS; *HOMEMAKING SKILLS; *SELF CARE SKILLS; *SELF CONCEPT; CHILD CARE; FOODS INSTRUCTION; SEWING INSTRUCTION

ABSTRACT - THIS STUDY GUIDE FOR THE SECOND TERM COURSE IN HOME ECONOMICS CLASSES PROVIDES THE STUDENT WITH RECORDS OF DAILY PROGRESS, ACTIVITIES IN AND OUT OF THE CLASSROOM, AND A GENERAL ORGANIZATIONAL PLAN OF THE COURSE. SECTIONS ON SELF, HOMEMAKING, SEWING, CHILD CARE, AND NUTRITION AND COOKING INCLUDE SUBJECT MATTER INFORMATION, WORKSHEETS, PROGRESS REPORTS, AND VOCABULARY LISTS. A RELATED DOCUMENT FOR THE BEGINNING STUDENT IS AVAILABLE AS VT 100 437. (MU)

VT 100 437
HOMEMAKING: GETTING IT TOGETHER.
HOME ECONOMICS, LEVEL I.

ELIZABETH PUBLIC SCHOOLS, N.J.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - JUL71 98P.

DESCRIPTORS - *HOME ECONOMICS; *HOME ECONOMICS SKILLS; *HOMEMAKING SKILLS; *SELF CARE SKILLS; *SELF CONCEPT; CHILD CARE; FOODS INSTRUCTION; SEWING INSTRUCTION

ABSTRACT - THIS STUDY GUIDE FOR THE BEGINNER IN HOME ECONOMICS CLASSES PROVIDES THE STUDENT WITH DAILY RECORDS OF PROGRESS, ACTIVITIES IN THE CLASSROOM AND AT HOME, AND A GENERAL ORGANIZATIONAL PLAN OF THE COURSE. SECTIONS ON SELF CONCEPT, HOMEMAKING, SEWING, CHILD CARE, AND NUTRITION AND COOKING INCLUDE SUBJECT MATTER INFORMATION, PROGRESS REPORTS, WORKSHEETS, AND VOCABULARY LISTS. A RELATED DOCUMENT FOR MORE ADVANCED STUDENTS IS AVAILABLE AS VT 100 436. (MU)

VT 100 440
A VOCATIONAL TEACHER EDUCATION MODULE. V. ED. VI-1. IN-SERVICE STRUCTURE OF EDUCATION: DEVELOPMENT OF PRACTICAL ARTS AND VOCATIONAL EDUCATION. TENTATIVE DRAFT.

DADE COUNTY PUBLIC SCHOOLS, MIAMI, FLA. DIV. OF VOCATIONAL, TECHNICAL AND ADULT EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - OCT71 79P.

DESCRIPTORS - *EDUCATIONAL LEGISLATION; *INDIVIDUALIZED CURRICULUM; *LEARNING ACTIVITIES; *SCHEDULE MODULES; *TEACHER EDUCATION CURRICULUM; *VOCATIONAL EDUCATION; FEDERAL LEGISLATION; VOCATIONAL EDUCATION TEACHERS
IDENTIFIERS - *FLORIDA

ABSTRACT - THE EVOLUTION OF VOCATIONAL EDUCATION, INCLUDING PERTINENT LEGISLATION UP TO 1963, PROVIDES THE SUBJECT MATTER OF THIS MODULE IN A CURRICULUM FOR TEACHER EDUCATION. THE FOUR SPECIFIC OBJECTIVES TO BE ACHIEVED BY THE PARTICIPANTS ARE TO: (1) IDENTIFY FACTORS WHICH LED TO FEDERAL SUPPORT FOR VOCATIONAL EDUCATION, (2) IDENTIFY PHILOSOPHICAL PRINCIPLES AND EARLY PHILOSOPHERS WHICH SUPPORTED VOCATIONAL EDUCATION, (3) DESCRIBE SPECIFIC LEGISLATIVE ACTS FROM 1917 TO 1963 WHICH SUPPORTED VOCATIONAL EDUCATION, AND (4) JUSTIFY, ECONOMICALLY, PRESENT AND FUTURE FEDERAL AID TO VOCATIONAL EDUCATION. EACH UNIT CONTAINS LEARNING ACTIVITIES AND PARTICIPANT ASSESSMENTS. (AUTHOR/MU)

VT 100 441
A VOCATIONAL TEACHER EDUCATION MODULE. V. ED. I-1. ORGANIZATION OF VOCATIONAL EDUCATION IN DADE COUNTY PUBLIC SCHOOLS. TENTATIVE DRAFT.

DADE COUNTY PUBLIC SCHOOLS, MIAMI, FLA. DIV. OF VOCATIONAL, TECHNICAL AND ADULT EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - JUL71 25P.

DESCRIPTORS - *ADMINISTRATIVE ORGANIZATION; *INDIVIDUALIZED CURRICULUM; SCHEDULE MODULES; *TEACHER EDUCATION CURRICULUM; *VOCATIONAL EDUCATION; COUNTY PROGRAMS; LEARNING ACTIVITIES; VOCATIONAL EDUCATION TEACHERS
IDENTIFIERS - *FLORIDA

ABSTRACT - THE ORGANIZATION OF VOCATIONAL EDUCATION IN DADE COUNTY, FLORIDA IS THE SUBJECT MATTER OF THIS MODULE IN A TEACHER EDUCATION CURRICULUM. THE THREE OBJECTIVES TO BE ACHIEVED BY EACH PARTICIPANT ARE TO: (1) DESCRIBE THE ADMINISTRATIVE ORGANIZATION OF THE VOCATIONAL DIVISION, (2) IDENTIFY AND DESCRIBE PROGRAM AREAS IN VOCATIONAL EDUCATION, AND (3) DESCRIBE THE LEVELS OF VOCATIONAL EDUCATION IN DADE COUNTY. PRE- AND

POSTASSESSMENTS WITH ANSWER KEYS ARE INCLUDED AND EACH UNIT PROVIDES LEARNING ACTIVITIES. (AUTHOR/MU)

VT 100 442
A VOCATIONAL TEACHER EDUCATION MODULE. V. ED. I-2. ORIENTATION: IN-SERVICE. TENTATIVE DRAFT.

DADE COUNTY PUBLIC SCHOOLS, MIAMI, FLA. DIV. OF VOCATIONAL, TECHNICAL AND ADULT EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - JUL71 45P.

DESCRIPTORS - *INDUSTRIAL EDUCATION; *LEARNING ACTIVITIES; *SCHEDULE MODULES; *TEACHER EDUCATION CURRICULUM; *TEACHER INTERNS; *VOCATIONAL EDUCATION TEACHERS; INTERNSHIP PROGRAMS; VOCATIONAL EDUCATION
IDENTIFIERS - *FLORIDA

ABSTRACT - THE FUNCTIONS AND RESPONSIBILITIES OF INTERNS IN THE TEACHER EDUCATION PROGRAM OF FLORIDA ARE THE SUBJECT OF THIS MODULE IN THE TEACHER EDUCATION CURRICULUM. THREE SPECIFIC OBJECTIVES DEFINING THE COURSE CONTENT ARE TO: (1) LIST THE REQUIREMENTS FOR CERTIFICATION, (2) RECOGNIZE B2 PERSONNEL AND DESCRIBE THEIR DUTIES, AND (3) DIFFERENTIATE BETWEEN INTERNSHIP AND STUDENT TEACHING. TESTS FOR PRE- AND POSTASSESSMENT AND LEARNING ACTIVITIES ARE INCLUDED. (AUTHOR/MU)

VT 100 443
A VOCATIONAL TEACHER EDUCATION MODULE. V. ED. IV-3. EFFECTIVE TEACHING PROCEDURES. TENTATIVE DRAFT.

DADE COUNTY PUBLIC SCHOOLS, MIAMI, FLA. DIV. OF VOCATIONAL, TECHNICAL AND ADULT EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - JUL71 28P.

DESCRIPTORS - *LEARNING ACTIVITIES; *SCHEDULE MODULES; *TEACHER EDUCATION CURRICULUM; *TEACHING PROCEDURES; *VOCATIONAL EDUCATION TEACHERS; EFFECTIVE TEACHING
IDENTIFIERS - *FLORIDA

ABSTRACT - PROCEDURES IN EFFECTIVE TEACHING ARE THE SUBJECT OF THIS MODULE IN THE TEACHER EDUCATION CURRICULUM. THREE SPECIFIC OBJECTIVES DEFINING THE CONTENT ARE TO: (1) PREPARE STUDENTS AND FACILITIES FOR INSTRUCTION, (2) SUCCESSFULLY TEACH A 10-MINUTE MANIPULATIVE LESSON, AND (3) SUCCESSFULLY TEACH A 10-MINUTE RELATED LESSON. PRE- AND POSTASSESSMENTS AND LEARNING ACTIVITIES ARE INCLUDED. (AUTHOR/MU)

VT 100 449
A CAREER ORIENTATION AND EXPLORATION GUIDE FOR TEACHERS OF PRACTICAL ARTS SUBJECTS: INDUSTRIAL ARTS, HOMEMAKING, BUSINESS EDUCATION, MIDDLE/JUNIOR HIGH SCHOOL. A UNIT IN CAREER EDUCATION.

TULSA PUBLIC SCHOOLS, OKLA.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 51P.

DESCRIPTORS - *CAREER EDUCATION; *CURRICULUM GUIDES; *JUNIOR HIGH SCHOOLS; *OCCUPATIONAL INFORMATION; *PROGRAM DESCRIPTIONS; BUSINESS EDUCATION; FAMILY LIFE EDUCATION; INDUSTRIAL ARTS; SECONDARY GRADES
IDENTIFIERS - *TULSA PUBLIC SCHOOLS; CAREER EXPLORATION

ABSTRACT - THIS GUIDE IS DESIGNED FOR TEACHERS OF THE JUNIOR HIGH SCHOOL GRADES TO USE IN INTEGRATING CAREER EDUCATION CONCEPTS OF CAREER CLUSTERS INTO THE TULSA CITY SCHOOLS. CLASSES OF INDUSTRIAL ARTS, BUSINESS EDUCATION, AND FAMILY LIFE ARE USED AS THE VEHICLES IN IMPLEMENTING THE PROGRAM. PART 1 INTRODUCES PATTERNS OF EMPLOYMENT, THE MAJOR OCCUPATIONAL AREAS, AND INFORMATION AND REQUIREMENTS FOR ADMISSION INTO OCCUPATIONAL TRAINING PROGRAMS. PART 11 ANALYZES THE MAJOR OCCUPATIONS TO PRESENT THE OCCUPATIONAL CLUSTERS USEFUL IN AN EXPLORATION OF CAREER POSSIBILITIES. (MU)

VT 100 452
ELLIS, OWEN H.
MERCHANDISING FOR PROFIT: EFFECTIVE BUYING AND SELLING PRACTICES. A CURRICULUM GUIDE.

SOUTH CAROLINA STATE DEPT. OF EDUCATION, COLUMBIA. OFFICE OF VOCATIONAL EDUCATION.; CLEMSON UNIV., S.C. VOCATIONAL EDUCATION MEDIA CENTER.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 73 76P. FEATURING THE ROLE OF THE BUYER.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *MARKETING; *MERCHANDISING; *RETAILING; MERCHANDISE INFORMATION; PROJECT TRAINING METHODS; PURCHASING; STATE CURRICULUM GUIDES
IDENTIFIERS - *RETAIL STORE BUYERS

ABSTRACT - THIS STATE CURRICULUM GUIDE FOR A HIGH SCHOOL OR POSTSECONDARY COURSE IN RETAIL MERCHANDISING GIVES THE INSTRUCTOR A 2-COLUMN FORMAT OF CONCEPTS FROM ECONOMICS, MARKETING, AND RETAILING SIDE-BY-SIDE WITH APPROPRIATE TEACHING TECHNIQUES. STUDENT PROJECTS ARE INSERTED AS SUGGESTIONS FOR THE DEVELOPMENT OF STUDENT ACTIVITIES. SUBJECT MATERIAL COVERS THE FOLLOWING GENERAL TOPICS: (1) RETAILING OPERATIONS, (2) THE MERCHANDISING PROGRAM, (3) MERCHANDISE CONTROL, AND (4) SALES PROMOTION. EMPHASIS IS PLACED ON THE ROLE OF THE BUYER AS THE KEY PERSON IN MERCHANDISING. (MU)

VT 100 453
HOW TO BUY FOOD: LESSON AIDS FOR TEACHERS.

DEPARTMENT OF AGRICULTURE, WASHINGTON, D.C. AGRICULTURAL MARKETING SERVICE.
MF AVAILABLE IN VT-ERIC SET.
AGRI-HANDBOOK-443
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON D.C. 20402 ($.80)
PUB DATE - MAY73 53P.

DESCRIPTORS - *CONSUMER EDUCATION; *FOODS INSTRUCTION; *HOME ECONOMICS; *HOME ECONOMICS EDUCATION; *NUTRITION INSTRUCTION; HOME MANAGEMENT

ABSTRACT - THIS MANUAL OF LESSON AIDS FOR MAY, 1973 PROVIDES TEACHERS OF HOME ECONOMICS AND CONSUMER EDUCATION CLASSES WITH REFERENCES, SUGGESTIONS FOR CLASS PREPARATION, AND BACKGROUND INFORMATION ON THE U.S. DEPARTMENT OF AGRICULTURE'S GRADING SERVICES. COURSE CONTENT MATERIAL CONCERNS BUYING, JUDGEING, COMPARING COSTS, AND THE AVAILABILITY OF MEATS, DAIRY PRODUCTS, EGGS, POULTRY, FRESH FRUITS AND VEGETABLES, AND CANNED AND FROZEN FRUITS AND VEGETABLES. EACH UNIT INCLUDES OBJECTIVES, TEACHING MATERIALS AND SUGGESTIONS, A GLOSSARY OF RELATED TERMS, AND SUBJECT MATTER CONTENT. A NUMBER OF SHORT TESTS WITH ANSWER KEYS ARE INCLUDED. (MU)

VT 100 455
SOLOMITA, ARMAND R.
SUBJECT-RELATED OCCUPATIONS, GRADES 7-9.

SOUTHINGTON PUBLIC SCHOOLS, CONN.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 73 33P.

DESCRIPTORS - *CAREER EDUCATION; *CLASS ACTIVITIES; *INTEGRATED CURRICULUM; *LEARNING ACTIVITIES; *MANUALS
IDENTIFIERS - *SOUTHINGTON PUBLIC SCHOOLS

ABSTRACT - THIS MANUAL IS DESIGNED TO ASSIST THE JUNIOR HIGH SCHOOL TEACHERS IN THE SOUTHINGTON SCHOOLS IN INTRODUCING CAREER EDUCATION CONCEPTS INTO THE CURRICULUM. SEVERAL CLASSROOM ACTIVITIES ARE PROVIDED FOR EACH OF THE FOLLOWING CLASSES: MATHEMATICS, ENGLISH, SCIENCE, LANGUAGES, SOCIAL STUDIES, BUSINESS, HOME ECONOMICS, ART, PHYSICAL EDUCATION, AND INDUSTRIAL ARTS. (MU)

VT 100 464
HOSPITALITY EDUCATION PROGRAM. FINAL REPORT.

NEW MEXICO STATE DEPT. OF EDUCATION, SANTA FE.; SAN JUAN COLL., N. MEX.
FOUR CORNERS REGIONAL COMMISSION, FARMINGTON, N. MEX.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 01FEB73 93P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *FOOD SERVICE; *FOOD SERVICE OCCUPATIONS; *TEACHING GUIDES; *VOCATIONAL EDUCATION; FOOD SERVICE INDUSTRY
IDENTIFIERS - *HOSPITALITY EDUCATION

ABSTRACT - THIS PROGRAM REPORT COMBINES AN ACCOUNTING OF THE FUNDS TO ESTABLISH THE PROGRAM AND AN EVALUATION OF IT WITH THE INSTRUCTIONAL MATERIAL OF THE COURSES TAUGHT. FIVE LESSONS IN THE CASHIERING UNIT AND 20 LESSONS IN THE WAITER/WAITRESS UNIT ARE DESCRIBED WITH GOALS, EQUIPMENT USED, TEACHING AIDS, AND PREREQUISITES FOR EACH LESSON. THE TEACHER'S PREPARATION AND PRESENTATION OF MATERIALS AND AN INFORMATION SHEET FOR STUDENTS FOR EACH LESSON ARE INCLUDED. CONSIDERABLE USE IS MADE OF TEACHING AIDS. (MU)

VT 100 465
LEE, JASPER S., COMP.
SOUTH CAROLINA CAREER EDUCATION CURRICULUM MATERIALS.

MISSISSIPPI STATE UNIV., STATE COLLEGE. CURRICULUM COORDINATING UNIT.; MISSISSIPPI STATE DEPT. OF EDUCATION, JACKSON. DIV. OF VOCATIONAL AND TECHNICAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 73 39P.

DESCRIPTORS - *ANNOTATED BIBLIOGRAPHIES; *CAREER EDUCATION; *CURRICULUM RESEARCH; *EDUCATIONAL RESEARCH; *RESOURCE MATERIALS; CURRICULUM
IDENTIFIERS - *SOUTH CAROLINA

ABSTRACT - THIS BIBLIOGRAPHY OF CAREER EDUCATION RESOURCES CONTAINS INFORMATION SUBMITTED FROM SOUTH CAROLINA TO THE MISSISSIPPI RESEARCH AND CURRICULUM UNIT. THE 59 TITLES ARE ORGANIZED AS CAREER EXPLORATION AND PREPARATION, AGRICULTURE, BUSINESS, DISTRIBUTIVE EDUCATION, HOME ECONOMICS, SPECIAL EDUCATION AND TRADE AND INDUSTRIAL EDUCATION. DATA ON THE ENTRIES INCLUDE TITLE, DISCIPLINE, TYPE OF MATERIAL, GRADE LEVEL, CAREER LEVEL, INTENDED USER, GENERAL DESCRIPTION OF SUBJECT MATTER, AUTHOR(S), PUBLISHER, DATE OF PUBLICATION, PAGE NUMBERS, COST, AVAILABILITY, NAME OF INDIVIDUAL SUBMITTING DOCUMENT, AND STATE. (MU)

VT 100 471
CURRICULUM GUIDE FOR OCCUPATIONAL HOME ECONOMICS, FOOD SERVICE OCCUPATIONS. PART II: BASIC FOOD PREPARATION. FIELD TEST.

CHICAGO BOARD OF EDUCATION, ILL.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 72 140P.

DESCRIPTORS - *FOOD SERVICE; *FOOD SERVICE INDUSTRY; *FOODS INSTRUCTION; *OCCUPATIONAL HOME ECONOMICS; *VOCATIONAL EDUCATION; FOOD SERVICE WORKERS; HOME ECONOMICS; NUTRITION INSTRUCTION; WORK ATTITUDES
IDENTIFIERS - *CHICAGO PUBLIC SCHOOLS

ABSTRACT - THIS CURRICULUM GUIDE FOR A CHICAGO VOCATIONAL HIGH SCHOOL CONTAINS SEVEN UNITS OF INSTRUCTION FOR A PROGRAM PREPARING STUDENTS FOR ENTRY INTO THE FOODS SERVICE INDUSTRY. THE UNITS, VARYING IN TIME REQUIRED FROM TWO TO FIVE WEEKS, ARE CONCERNED WITH: (1) AN INTRODUCTION TO THE COURSE, (2) SALAD PREPARATION, (3) QUICK BREAD PREPARATION, (4) STARCH COOKERY, (5) MEAT COOKERY, (6) VEGETABLE COOKERY, AND (7) DESSERT PREPARATION. ACTIVITIES INVOLVED IN EACH PREPARATION ARE DESCRIBED AND AN APPENDIX TO EACH SECTION PROVIDES INDIVIDUAL SCORING SHEETS, A JOB ROTATION PLAN, AND PROCEDURE SHEETS FOR THE STUDENTS. (MU)

VT 100 472
CURRICULUM GUIDE FOR HOME ECONOMICS CHILD CARE AND DEVELOPMENT, GRADES 11 AND 12. FIELD TEST.

CHICAGO BOARD OF EDUCATION, ILL.
MF AVAILABLE IN VT-ERIC SET.
BOARD OF EDUCATION OF THE CITY OF CHICAGO, ROOM 822, 228 LASALLE ST., CHICAGO, IL 60601 ($1.50)
PUB DATE - 71 174P.

DESCRIPTORS - *CHILD CARE; *CHILD DEVELOPMENT; *CURRICULUM GUIDES; *HOME ECONOMICS EDUCATION; *OCCUPATIONAL HOME ECONOMICS; FAMILY LIFE EDUCATION; TEACHING GUIDES
IDENTIFIERS - *CHICAGO PUBLIC SCHOOLS

ABSTRACT - THIS GUIDE IS INTENDED TO SERVE THREE ASPECTS OF THE HOME ECONOMICS PROGRAM IN CHICAGO HIGH SCHOOLS--HOME AND FAMILY LIFE, OCCUPATIONAL HOME ECONOMICS, AND PRE-PROFESSIONAL EDUCATION. A 2-COLUMN FORMAT PRESENTS A TEACHING GUIDE WHICH CONTAINS UNITS ON: (1) THE CHILD AND THE FAMILY, (2) PRINCIPLES OF DEVELOPMENT, (3) SOCIAL DEVELOPMENT, (4) NEEDS AND DEVELOPMENTAL TASKS, (5) CONCEPT OF SELF, (6) THE CHILD AND PLAY, (7) BEHAVIOR AND DISCIPLINE, (8) THE CHILD AND THE COMMUNITY, AND (9) VOCATIONAL ASPECTS. AN APPENDIX CONTAINS TEACHING TECHNIQUES, RESOURCES, GUIDE SHEETS FOR USE IN OBSERVING CHILDREN, MEAL PLANNING AND PREPARATION IN THE CHILD DEVELOPMENT LABORATORY, AND A JOB DESCRIPTION OF A NURSERY SCHOOL ASSISTANT. (MU)

VT 100 473
TENNYSON, W. WESLEY, AND OTHERS
THE TEACHER'S ROLE IN CAREER DEVELOPMENT.

MINNESOTA STATE DEPT. OF EDUCATION, ST. PAUL.; NATIONAL VOCATIONAL GUIDANCE ASSOCIATION, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
AMERICAN PERSONNEL AND GUIDANCE ASSOCIATION, PUBLICATIONS SALES, 1607 NEW HAMPSHIRE AVENUE, N.W., WASHINGTON, D.C. 20009 ($1.90)
PUB DATE - 65 108P. REVISED EDITION. ORIGINALLY PREPARED IN 1960 BY MINNESOTA STATE DEPT. OF EDUCATION. REPRINTED IN 1971 BY NATIONAL VOCATINAL GUIDANCE ASSOCIATION.

DESCRIPTORS - *RELEVANCE (EDUCATION); *TEACHER ATTITUDES; *TEACHER EDUCATION; *TEACHER ROLE; *VOCATIONAL DEVELOPMENT; ELEMENTARY SCHOOL TEACHERS; OCCUPATIONAL GUIDANCE; OCCUPATIONAL INFORMATION; SECONDARY SCHOOL TEACHERS; TEACHER RESPONSIBILITY; VOCATIONAL COUNSELING

ABSTRACT - THIS PAMPHLET SERVES TO EMPHASIZE THE CLASSROOM TEACHERS' CONTRIBUTIONS TOWARDS THEIR STUDENTS' UNDERSTANDING OF JOB OPPORTUNITIES AND CAREERS. METHODS AND MEDIA FOR RELATING SUBJECT MATTER TO VOCATIONAL DEVELOPMENT ARE EXAMINED AND THE JOB FIELDS THAT ARE RELATED TO EACH SCHOOL SUBJECT ARE EXPLORED. THE ROLE AND ATTITUDES OF THE CLASSROOM TEACHER AND THEIR EFFECT ON STUDENTS' VOCATIONAL DEVELOPMENT ARE RELATED TO THE CHANGING DEMANDS OF SOCIETY. SOME OF THE KINDS OF POSTSECONDARY EDUCATION AVAILABLE TO STUDENTS ARE DETAILED. (MU)

VT 100 474
JONES, ALICE HANSON; MORK, LUCILE F.
HELPING FAMILIES MANAGE THEIR FINANCES.

AGRICULTURAL RESEARCH SERVICE (DOA), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
HOME-EC-RES-R-21
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402 (CATALOG NO. A1.87:21/2; PRICE: $.40)
PUB DATE - JUN68 56P. REVISED EDITION.

DESCRIPTORS - *CREDIT (FINANCE); *EXTENSION EDUCATION; *FAMILY MANAGEMENT; *FAMILY RESOURCES; *HOME ECONOMICS EDUCATION; FAMILY INCOME; FINANCIAL POLICY; FINANCIAL

SERVICES

ABSTRACT - THIS GUIDE FOR EXTENSION WORKERS IS DIRECTED TOWARD THE FAMILIES WHO HAVE SOUGHT COUNSELING IN HOME FINANCES FROM THE HOME ECONOMIST. FACTORS ASSOCIATED WITH CHOOSING FINANCIAL GOALS, PLANNING EXPENDITURES, SHARING FAMILY TASKS INVOLVED WITH THE SPENDING PLAN AND EVALUATING THE RESULTS OF EXPENDITURES ARE DISCUSSED. EXPENDITURE PATTERNS OF A VARIETY OF FAMILIES ARE COMPARED IN EXPLAINING THE USE OF BUDGETS. THE COST OF CONSUMER CREDIT IS CONSIDERED IN INTEREST RATES AND INSTALLMENT CREDIT. (MU)

VT 100 477
OCCUPATIONAL WORK EXPERIENCE. (26 STUDENT HANDBOOKS AND 1 INSTRUCTOR'S MANUAL).

OHIO STATE DEPT. OF EDUCATION, COLUMBUS. TRADE AND INDUSTRIAL EDUCATION SERVICE.
MF AVAILABLE IN VT-ERIC SET.
INSTRUCTIONAL MATERIALS LABORATORY, THE OHIO STATE UNIVERSITY, 1885 NEIL AVENUE, COLUMBUS, OHIO 43210 (STUDENT HANDBOOKS $8.00; INSTRUCTORS MANUAL $4.00).
PUB DATE - 73 509P.

DESCRIPTORS - *HIGH SCHOOL STUDENTS; *STUDY GUIDES; *TEACHING GUIDES; *VOCATIONAL ADJUSTMENT; *WORK EXPERIENCE PROGRAMS; EMPLOYMENT EXPERIENCE; WORK ATTITUDES

ABSTRACT - THIS SET OF MANUALS SUPPLIES A TEACHING GUIDE FOR THE INSTRUCTOR AND 26 STUDY GUIDES FOR THE HIGH SCHOOL STUDENT ENROLLED IN A WORK EXPERIENCE PROGRAM. THE TEACHING GUIDE GIVES THE INSTRUCTOR A RATIONALE FOR EACH UNIT OF INSTRUCTION, SUGGESTED CLASSROOM ACTIVITIES, AND CHALK BOARD USES KEYED TO EACH STUDY UNIT. THE 26 STUDY GUIDES INCLUDE SUCH TITLES AS: (1) ORIENTATION, (2) SAFETY, (3) WHY STAY IN SCHOOL, (4) HOW TO STUDY, (5) HOW TO APPLY FOR AND GET A JOB, (6) PERSONAL BUDGETING, (7) SOCIAL SECURITY, (8) WHAT THE EMPLOYER WANTS, AND (9) LABOR LAWS. (MU)

VT 100 479
LUCHT, LINDA LOU, ED.
A GUIDE FOR EVALUATING CONSUMER EDUCATION PROGRAMS AND MATERIALS.

AMERICAN HOME ECONOMICS ASSOCIATION, WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 72 25P.

DESCRIPTORS - *CONSUMER EDUCATION; *EVALUATION CRITERIA; *GUIDES; *MEASUREMENT TECHNIQUES; *PROGRAM EVALUATION; CURRICULUM EVALUATION

ABSTRACT - THIS PUBLICATION WAS DESIGNED TO SERVE AS A GUIDE IN EVALUATING CONSUMER EDUCATION PROGRAMS AND MATERIALS. ITS FLEXIBLE ORGANIZATION SO ALLOWS IT TO BE USED IN TOTAL OR IN PART, ACCORDING TO INDIVIDUAL NEEDS. PROVIDED IN THE GUIDE ARE AN EXPLANATION OF WHAT CONSUMER EDUCATION IS AND HOW IT DIFFERES FROM CONSUMER INFORMATION, AN EXPLANATION OF HOW THE CONTENTS OF THE LEAFLET ARE ARRANGED, AND MEASUREMENT SCALES AND INFORMATION ON HOW EACH OF THE FOLLOWING ELEMENTS SHOULD BE ASSESSED: (1) OBJECTIVES OF CONSUMER EDUCATION, (2) CONTENT OF THE CONSUMER EDUCATION CURRICULUM (3) LEARNING EXPERIENCES, (4) EVALUATION MATERIALS AND PROCEDURES, AND (5) EDUCATION MATERIALS. (SN)

VT 100 495
CURRICULUM GUIDE FOR OCCUPATIONAL HOME ECONOMICS: FOOD HOSTESS AND WAITRESS. FIELD TEST.

CHICAGO BOARD OF EDUCATION, ILL.
MF AVAILABLE IN VT-ERIC SET.
BOARD OF EDUCATION OF THE CITY OF CHICAGO, ROOM 822, 228 LASALLE ST., CHICAGO, IL 60601 ($1.50)
PUB DATE - 71 134P.

DESCRIPTORS - *FOOD SERVICE; *FOOD SERVICE INDUSTRY; *FOODS INSTRUCTION; *FOODS SERVICE OCCUPATIONS; *OCCUPATIONAL HOME ECONOMICS; FOOD SERVICE WORKERS

ABSTRACT - THIS GUIDE COVERS A 10-WEEK COURSE FOR THE FRESHMAN YEAR IN A CHICAGO HIGH SCHOOL AS PART OF A 4-YEAR HOME ECONOMICS RELATED OCCUPATIONS PROGRAM. IT CAN ALSO BE USED TO SUPPLEMENT THE FOODS AND NUTRITION COURSE IN A GENERAL HIGH SCHOOL. TWO OBJECTIVES OF THE COURSE ARE TO DEVELOP SKILLS AND TO SHAPE ATTITUDES FOR SUCCESSFUL EMPLOYMENT IN THE FOODS SERVICE INDUSTRY. CONTENTS INCLUDE NINE UNITS PROVIDING INSTRUCTIONAL EXPERIENCES IN THE FOLLOWING GENERAL AREAS: (1) ATTITUDES AND UNDERSTANDINGS ABOUT PERSONAL QUALITIES INCLUDING APPEARANCE, SPEECH, MANNERS, SAFETY, AND HEALTH HABITS IN FOOD HANDLING, (2) SKILLS IN USING EQUIPMENT, PREPARING FOODS, PLANNING MENUS, AND GETTING ALONG WITH PEOPLE, AND (3) PRACTICE IN JOB ROTATION, SERVING VARIOUS TYPES OF MENUS, AND WORKING IN VARIOUS KINDS OF FOOD SERVICE ESTABLISHMENTS. (MU)

VT 100 502
GUARINO, SAM
COMMUNICATIONS FOR SUPERVISORS. LEADER'S GUIDE AND CASSETTE.

CLEVELAND HEIGHTS HIGH SCHOOL, OHIO.; DISTRIBUTIVE EDUCATION MATERIALS LABORATORY, COLUMBUS, OHIO.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 74 118P.

DESCRIPTORS - *COMMUNICATION SKILLS; *COMMUNICATION (THOUGHT TRANSFER); *LEADERSHIP TRAINING; *SUPERVISORS; SEMINARS; SUPERVISORY TRAINING

ABSTRACT - THIS GUIDE FOR SEMINAR LEADERS PROVIDES A SOURCE BOOK OF GENERAL SUGGESTIONS, SPECIFIC ACTIVITIES, AND FACTUAL INFORMATION TO HELP THE SEMINAR PARTICIPANT DEVELOP EFFECTIVE COMMUNICATION SKILLS. SIX UNITS CONTAIN MATERIAL CONCERNING THE FOLLOWING TOPICS: (1) PURPOSES OF COMMUNICATION, (2) RESPONSIBILITIES IN COMMUNICATING, (3) PERSUASION, (4) LISTENING AND LEADERSHIP, (5) MEDIA AND MESSAGES, (6) MOTIVATION AND MANAGEMENT. THE LEADER IS GIVEN SUGGESTIONS ON OPENING THE SESSIONS, CONDUCTING A SUCCESSFUL SEMINAR, AND CONCLUDING THE SEMINAR. ACTIVITIES, HANDOUTS, AND TRANSPARENCY ORIGINALS ARE INCLUDED. A 60-MINUTE CASSETTE TAPE ACCOMPANIES THE DOCUMENT. (AUTHOR/MU)

VT 100 606
MASTIN, MARY HELEN, AND OTHERS
A GUIDE FOR TEACHING FAMILY ECONOMICS: GRADE 11 OR 12.

WICHITA PUBLIC SCHOOLS, KANS.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 72 138P.

DESCRIPTORS - *CONSUMER EDUCATION; *HOME ECONOMICS EDUCATION; *CURRICULUM GUIDES; *TEACHING GUIDES; *CONSUMER ECONOMICS
IDENTIFIERS - *WICHITA PUBLIC SCHOOLS

ABSTRACT - THIS GUIDE PROVIDES A 1-SEMESTER CONSUMER EDUCATION CURRICULUM FOR THE HOME ECONOMICS TEACHERS OF THE WICHITA PUBLIC SCHOOLS. A 3-COLUMN TEACHING GUIDE DETAILS GENERAL CONCEPTS, LEARNING ACTIVITIES, AND RESOURCES FOR SEVEN BROAD TOPICS. TITLES OF THE CONCEPTS MAKING UP THE COURSE OF STUDY ARE: (1) THE CONSUMER IN OUR ECONOMY, (2) VALUES AND GOALS, (3) RIGHTS AND RESPONSIBILITIES OF CONSUMERS, (4) MANAGEMENT OF RESOURCES AND BUDGETING, (5) CONSUMER BUYING, (6) CONSUMER CREDIT, AND (7) ECONOMIC SECURITY.

VT 100 608
SCAVETTA, JOHN L.
HOME ECONOMICS SEMINARS. FALL 1970.

MALONEY HIGH SCHOOL, MERIDEN, CONN.
CONNECTICUT STATE DEPT. OF EDUCATION, HARTFORD, DIV. OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 01APR71 108P.

DESCRIPTORS - *CONSUMER EDUCATION; *INSERVICE TEACHER EDUCATION; *HOME

ECONOMICS TEACHERS; HOME ECONOMICS; *INTERMEDIATE GRADES; SEMINARS; *CONSUMER ECONOMICS

ABSTRACT - THIS PROJECT NARRATIVE INCLUDES THE PURPOSE OF TWO 3-DAY SEMINARS HELD FOR MIDDLE AND JUNIOR HIGH SCHOOL HOME ECONOMICS TEACHERS, AS WELL AS THE PARTICIPANT SCHOOLS, PUBLICITY, AND INDIVIDUAL CONTRIBUTIONS. MATERIALS USEFUL IN CONSUMER EDUCATION FOR JUNIOR HIGH SCHOOL CLASSES ARE DISCUSSED AND A NUMBER OF LEARNING ACTIVITIES AND EDUCATIONAL GAMES ARE DESCRIBED. CONCEPTS COVERED IN THE CLASSROOM MATERIALS INCLUDE THE AMERICAN ECONOMY, MARKETING, CONSUMER BUYING AND CREDIT, HOME OWNERSHIP, CONSUMER TAXES, INSURANCE, SAVINGS, AND INVESTMENTS. LOCAL RESOURCES AND TEACHING AIDS, AVAILABLE FOR THE USE OF HOME ECONOMICS CLASSES IN CONSUMER EDUCATION ARE ANNOUNCED FOR THE USE OF THE PARTICIPATING SCHOOLS. (MU)

VT 100 609
WILLIAMS, GRACE
A CURRICULUM GUIDE FOR OCCUPATIONAL ORIENTATION AND EXPLORATION IN JUNIOR HIGH SCHOOL HOME ECONOMICS AND INDUSTRIAL ARTS.

MEMPHIS CITY SCHOOLS, TENN. DIV. OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 71 115P.

DESCRIPTORS - *OCCUPATIONAL INFORMATION; *UNITS OF STUDY (SUBJECT FIELDS); *CURRICULUM GUIDES; *HOME ECONOMICS; *INDUSTRIAL ARTS; INDUSTRIAL EDUCATION; OCCUPATIONAL CLUSTERS; TEACHING GUIDES; VOCATIONAL EDUCATION
IDENTIFIERS - *MEMPHIS CITY SCHOOLS

ABSTRACT - AS PART OF PROJECT SPAN, THIS GUIDE CONTAINS A 3-WEEK UNIT OF STUDY FOR HOME ECONOMICS AND INDUSTRIAL ARTS CLASSES TO INTRODUCE CLUSTERS OF OCCUPATIONS IN THOSE FIELDS TO JUNIOR HIGH SCHOOL STUDENTS IN THE MEMPHIS SCHOOLS. AN ORIENTATION TO THE WORLD OF WORK AND DEVELOPMENT OF SELF CONCEPT INTRODUCE THE UNIT. THE CONTENT OF EACH FIELD IS PRESENTED THROUGH GENERALIZATIONS, OBJECTIVES, EVALUATIONS, AND A 3-COLUMN TEACHING GUIDE OF CONCEPTS, ACTIVITIES, AND RESOURCES. OCCUPATIONS WITHIN EACH FIELD ARE PRESENTED BY JOB TITLE, JOB DESCRIPTION, EDUCATIONAL REQUIREMENTS, AND PERSONAL TRAITS NEEDED. AN APPENDIX CONTAINS MANY TEACHING AIDS INCLUDING CASE STUDIES, INVENTORIES, BULLETIN BOARD IDEAS, SAMPLE FORMS, LEARNING ACTIVITIES, BIBLIOGRAPHIES, AND SOURCES OF VISUAL AIDS. (MU)

VT 100 610
MEAT DEPARTMENT MANAGEMENT TRAINING MANUAL.

NATIONAL ASSOCIATION OF RETAIL GROCERS, CHICAGO, ILL.
MF AVAILABLE IN VT-ERIC SET.
NATIONAL ASSOC. OF RETAIL GROCERS, 360 NORTH MICHIGAN AVE., CHICAGO, ILLINOIS 60601 ($2.00)
PUB DATE - ND 20P.

DESCRIPTORS - MANUALS; *RETAILING; *MERCHANDISING; MANAGEMENT EDUCATION; *DISTRIBUTIVE EDUCATION; *FOOD STORES; *MEAT

ABSTRACT - THIS MANUAL CONTAINS THE TOPICS AROUND WHICH A COMPLETE MANAGEMENT TRAINING PROGRAM IN MEAT RETAILING CAN BE BUILT. NO ATTEMPT HAS BEEN MADE TO COVER ANY TOPIC IN DETAIL. TOPICS INCLUDE BUYING, CUTTING, AND PACKAGING MEAT AND CLEANLINESS, INVENTORY CONTROL, AND OPERATING COSTS OF MEAT DEPARTMENTS IN FOOD STORES. EMPHASIS IS GIVEN TO DISPLAYS AND TO THE PROBLEMS ASSOCIATED WITH SELF-SERVE MEAT DEPARTMENTS AND SPECIAL MEAT PRODUCTS. AN INSTRUCTIONAL OUTLINE FOR A COMPREHENSIVE TRAINING PROGRAM IS INCLUDED. (AUTHOR/MU)

VT 100 615
IDLEMAN, HILLIS K.
COPING WITH THE PROBLEMS OF A TECHNOLOGICAL AGE. PART I AND II.

NEW YORK STATE DEPT. OF EDUCATION,

ALBANY. BUREAU OF SECONDARY CURRICULUM DEVELOPMENT.
MF AVAILABLE IN VT-ERIC SET.
THE UNIVERSITY OF THE STATE OF NEW YORK, THE STATE DEPT. OF EDUCATION, BUREAU OF SECONDARY CURRICULUM DEVELOPMENT, ALBANY, NY
PUB DATE - 73 49P.

DESCRIPTORS - *CONSUMER EDUCATION; *CONSERVATION EDUCATION; *ENERGY; *TECHNOLOGICAL ADVANCEMENT; SCHEDULE MODULES; *TEACHING GUIDES; UNITS OF STUDY (SUBJECT FIELDS); SECONDARY GRADES; POST SECONDARY EDUCATION

ABSTRACT - THIS 2-PART TEACHING GUIDE CAN BE USED TO PROVIDE MODULES OF CONSUMER EDUCATION IN SUCH FIELDS AS SOCIAL STUDIES, BUSINESS, HOME ECONOMICS, OR INDUSTRIAL ARTS IN SECONDARY AND POSTSECONDARY CLASSES. PART I OF THE GUIDE DEALS WITH TECHNOLOGY AND THE ENERGY CRISIS. PART II CONTINUES WITH ENERGY SOURCES, POLLUTION, AND CONSERVATION. A 3-COLUMN TEACHING GUIDE OF UNDERSTANDING, SUGGESTED TEACHER AND PUPIL ACTIVITIES, AND SOURCE MATERIALS COVERS TOPICS CONCERNING SHORTAGES OF ENERGY SUPPLY, CONSUMER ROLES IN CONSERVATION, ECONOMICS OF A CHANGING TECHNOLOGY, AND THE COST/BENEFIT RATIO OF ENERGY UTILIZATION. (MU)

VT 100 616
STITT, THOMAS R.
A PREVIEW OF AUDIO VISUAL MATERIALS FOR ENVIRONMENTAL EDUCATORS.

ILLINOIS STATE BOARD OF VOCATIONAL EDUCATION AND REHABILITATION, SPRINGFIELD. PROFESSIONAL AND CURRICULUM DEVELOPMENT UNIT.; SOUTHERN ILLINOIS UNIVERSITY, CARBONDALE. DEPT. OF AGRICULTURAL INDUSTRIES.
MF AVAILABLE IN VT-ERIC SET.
DEPT. OF AGRICULTURAL INDUSTRIES, SCHOOL OF AGRICULTURE, SOUTHERN ILLINOIS UNIVERSITY, CARBONDALE, IL.
PUB DATE - 73 8P.

DESCRIPTORS - *ENVIRONMENTAL EDUCATION; *VOCATIONAL EDUCATION; *RESOURCE GUIDES; *RESOURCE MATERIALS; *DIRECTORIES

ABSTRACT - DESIGNED TO SERVE AS A RESOURCE GUIDE FOR VOCATIONAL TEACHERS WHO ARE TEACHING IN ENVIRONMENTAL AREAS, THIS DOCUMENT CONTAINS AN ANNOTATED LIST OF SOURCES AND MATERIALS AND A DIRECTORY OF SOURCES FOR AUDIOVISUAL MATERIALS IN ENVIRONMENTAL OCCUPATIONS. OVER 20 REPLIES TO REQUESTS FROM SOURCES MAKE UP THE LISTING AND OVER 40 SOURCES CONSTITUTE THE DIRECTORY. (MU)

VT 100 617
BOHNING, KERMIT B.; STITT, THOMAS R.
TEACHING MATERIALS FOR ENVIRONMENTAL RELATED COURSES IN AGRICULTURE OCCUPATIONS PROGRAMS.

SOUTHERN ILLINOIS UNIVERSITY, CARBONDALE. DEPT. OF AGRICULTURAL INDUSTRIES.
MF AVAILABLE IN VT-ERIC SET.
DEPT. OF AGRICULTURAL INDUSTRIES, SOUTHERN ILLINOIS UNIVERSITY, CARBONDALE, IL 62901
PUB DATE - JUL73 56P.

DESCRIPTORS - *AGRICULTURAL EDUCATION; AGRICULTURAL OCCUPATIONS; *RESOURCE MATERIALS; *ECOLOGY; *LESSON PLANS

ABSTRACT - THESE NINE LESSON PLANS PROVIDE THE TEACHER WITH A FOUNDATION IN ENVIRONMENTAL EDUCATION TO BE INCORPORATED INTO THE BASIC APPLIED BIOLOGICAL AND AGRICULTURAL OCCUPATIONS CURRICULUM. DESIGNED AS INTRODUCTORY UNITS FOR GRADES 9 AND 10, THE PLANS ENCOMPASS THE BASIC AREAS OF THE ECOSYSTEMS, FOOD CHAINS, ENERGY AND NUTRIENT FLOW, LAND USE, POPULATION, ENERGY, AND NATURAL RESOURCES. (AUTHOR/MU)

VT 100 618
STITT, THOMAS R.
AN ANNOTATED BIBLIOGRAPHY FOR ENVIRONMENTAL EDUCATORS.

SOUTHERN ILLINOIS UNIV.,
CARBONDALE. DEPT. OF AGRICULTURAL INDUSTRIES.
ILLINOIS STATE BOARD OF VOCATIONAL EDUCATION AND REHABILITATION, SPRINGFIELD.
MF AVAILABLE IN VT-ERIC SET.
SOUTHERN ILLINOIS UNIVERSITY, DEPT. OF AGRICULTURAL INDUSTRIES, CARBONDALE, ILL.
PUB DATE - 73 33P.

DESCRIPTORS - *BIBLIOGRAPHIES; *RESOURCE MATERIALS; *AGRICULTURAL EDUCATION; *ENVIRONMENTAL EDUCATION; OCCUPATIONAL CLUSTERS

ABSTRACT - DESIGNED TO SERVE AS RESOURCE MATERIALS FOR VOCATIONAL TEACHERS WHO ARE TEACHING IN ENVIRONMENTAL AREAS, THIS BIBLIOGRAPHY IS A COLLECTION OF BOOKS, ARTICLES, AND OTHER PUBLICATIONS. IT IS PRESENTED ACCORDING TO THE FOLLOWING OCCUPATIONAL CLUSTERS: (1) APPLIED BIOLOGICAL AND AGRICULTURAL OCCUPATIONS, (2) BUSINESS, MARKETING AND MANAGEMENT, (3) HEALTH OCCUPATIONS, (4) INDUSTRIAL OCCUPATIONS, AND (5) PERSONAL AND PUBLIC SERVICE OCCUPATIONS. EACH OF THESE CLUSTERS IS THEN ORGANIZED ACCORDING TO THE EPA DESIGNATED POLLUTION BRACKETS: GENERAL, AIR, WATER, PUBLIC WATER SUPPLY, LAND POLLUTION AND REFUSE DISPOSAL, NOISE, AND ATOMIC RADIATION. (AUTHOR/MU)

VT 100 619
STITT, THOMAS R.
AN ENVIRONMENTAL GLOSSARY FOR ENVIRONMENTAL EDUCATORS.

SOUTHERN ILLINOIS UNIV.,
CARBONDALE. DEPT. OF AGRICULTURAL INDUSTRIES.
ILLINOIS STATE BOARD OF VOCATIONAL EDUCATION AND REHABILITATION, SPRINGFIELD.
MF AVAILABLE IN VT-ERIC SET.
DEPT. OF AGRICULTURAL INDUSTRIES, SOUTHERN ILLINOIS UNIVERSITY, CARBONDALE, ILL.
PUB DATE - 73 30P.

DESCRIPTORS - *ENVIRONMENTAL EDUCATION; *VOCATIONAL EDUCATION; *DEFINITIONS; *GLOSSARIES; *VOCABULARY

ABSTRACT - THIS LIST OF 307 NUMBERED TERMS HAS BEEN COMPILED TO SERVE AS RESOURCE MATERIALS FOR VOCATIONAL EDUCATION TEACHERS WHO ARE TEACHING IN ENVIRONMENTAL AREAS. INCLUDED IN THE DOCUMENT IS A LIST OF 14 OCCUPATIONAL DEFINITIONS. (MU)

VT 100 624
HUMAN RELATIONS. REVISED.

OHIO STATE UNIV., COLUMBUS. DISTRIBUTIVE EDUCATION MATERIALS LAB.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 73 182P.

DESCRIPTORS - *HUMAN RELATIONS; *SUPERVISORY TRAINING; *DISTRIBUTIVE EDUCATION; *EMPLOYER EMPLOYEE RELATIONSHIP; *ADULT EDUCATION

ABSTRACT - THIS COURSE OF STUDY, DESIGNED FOR EIGHT 2-HOUR SESSIONS OF ADULT EDUCATION FOR SUPERVISORS, PROVIDES THE INSTRUCTOR WITH BACKGROUND INFORMATION IN HUMAN RELATIONS. THE FIRST SESSION IS DEVOTED TO LAYING A FRAMEWORK AND FOUNDATION FOR DEVELOPING A HUMAN RELATIONS ATTITUDE. THE SECOND, THIRD, AND FOURTH SESSIONS ARE DEVOTED TO "THE FOUR KEYS OF GOOD HUMAN RELATIONS." SESSION FIVE COVERS COMMUNICATION. GRIEVANCES AND DISCIPLINE ARE COVERED IN SESSION SIX AND SEVENTH AND EIGHTY SESSIONS COVER "THE FOUR-STEP METHOD TO PROBLEM SOLVING." HANDOUTS AND TRANSPARENCY ORIGINALS ARE PROVIDED. (AUTHOR/MU)

VT 100 625
BAUMANNS, BARBARA C., AND OTHERS
STEPS INTO A CHILD'S WORLD. A PROCEDURAL MANUAL FOR A CHILD DEVELOPMENT AIDE PROGRAM.

ORANGE COUNTY BOARD OF EDUCATION, SANTA ANA, CALIF.
CALIFORNIA STATE DEPT. OF EDUCATION, SACRAMENTO. BUREAU OF

HOMEMAKING EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - OCT73 161P.

DESCRIPTORS - *CHILD DEVELOPMENT; *CHILD CARE WORKERS; *EDUCATIONAL PROGRAMS; *PROGRAM PLANNING; *PROGRAM GUIDES; HOME ECONOMICS EDUCATION; SCHOOL AIDES; SECONDARY EDUCATION

ABSTRACT - THE PURPOSE OF THIS PUBLICATION IS TO ASSIST TEACHERS IN PLANNING AND IMPLEMENTING HOME ECONOMICS RELATED OCCUPATIONAL PROGRAMS IN CHILD DEVELOPMENT ON THE HIGH SCHOOL LEVEL. STEPS COVERED INCLUDE CONDUCTING A FEASIBILITY STUDY, ESTABLISHING AN ADVISORY COMMITTEE, STRUCTURING THE COURSE AND CURRICULUM, RECRUITING AND SCREENING STUDENTS, AND IMPLEMENTING AND EVALUATING THE PROGRAM. EXAMPLES ARE GIVEN OF OUTSTANDING CHILD DEVELOPMENT AIDE PROGRAMS AT THREE HIGH SCHOOLS AND RESOURCES ARE INCLUDED WHICH CONTAIN A STUDENT INDIVIDUALIZED LEARNING PACKET, AN ANNOTATED BIBLIOGRAPHY, A SAMPLE PROGRAM BROCHURE, AND A SAMPLE FOLLOWUP SURVEY CARD. (AUTHOR/MU)

VT 100 638
CRABTREE, JACQUELYN
OCCUPATIONS RELATED TO SANITATION.

POTTAWATTAMIE COUNTY SCHOOL SYSTEM, COUNCIL BLUFFS, IOWA.
IOWA STATE DEPT. OF GUIDANCE AND VOCATIONAL EDUCATION, DES MOINES
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 52P.

DESCRIPTORS - *OCCUPATIONAL INFORMATION; *ENVIRONMENTAL TECHNICIANS; *SANITATION; *HEALTH FACILITIES; *PUBLIC HEALTH; SANITARY FACILITIES
IDENTIFIERS - *COUNCIL BLUFFS; IOWA

ABSTRACT - TO PROVIDE THE STUDENTS OF COUNCIL BLUFFS SCHOOLS WITH A BETTER UNDERSTANDING OF THE PERSONS AND PROCESSES REQUIRED TO MAINTAIN A CLEAN AND HEALTHFUL COMMUNITY, THIS PUBLICATION DESCRIBES DUTIES, TRAINING, SALARY, AND PERSONAL QUALIFICATIONS OF THE WORKERS INVOLVED. OVER 12 OCCUPATIONS RELATED TO SANITATION ARE DESCRIBED INCLUDING THE HEALTH OFFICER, HEALTH EDUCATOR, SANITARIAN, PUBLIC HEALTH STATISTICIAN, SANITARY ENGINEER, AND MICROBIOLOGIST. THE CITY HEALTH DEPARTMENT AND THE SEWAGE TREATMENT PLANT OF COUNCIL BLUFFS ARE DESCRIBED, AND RELATED MATERIALS AND BIBLIOGRAPHY ARE INCLUDED. (MU)

VT 100 640
ATWOOD, GLENNA, AND OTHERS
INDEPENDENT LIVING.

HAMPDEN ACADEMY, MAINE.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 01JUN73 61P.

DESCRIPTORS - *CONSUMER EDUCATION; *CONSUMER ECONOMICS; HOME ECONOMICS; *MONEY MANAGEMENT; *INTEGRATED CURRICULUM; BUSINESS EDUCATION; HOME ECONOMICS EDUCATION; SOCIAL STUDIES

ABSTRACT - THIS CURRICULUM IN CONSUMER EDUCATION INTEGRATED SUBJECT MATTER FROM HOME ECONOMICS, BUSINESS, AND SOCIAL STUDIES TO PROVIDE STUDENTS WITH KNOWLEDGE REQUIRED FOR USING PERSONAL RESOURCES TO BEST ADVANTAGE. SKILLS IN CONSUMER BUYING ARE DEVELOPED IN THE AREAS OF FOOD, CLOTHING, SHELTER, CARS, FURNITURE, AND APPLIANCES AND INFORMATION IS GIVEN ON HEALTH AND SECURITY, LEGAL RESPONSIBILITIES, AND MONEY PLANNING AND MANAGEMENT. (MU)

VT 100 641
SHIPLEY, FRANCES
LET'S ADD VERVE TO TEACHING NUTRITION.

NORTHWEST MISSOURI STATE COLL., MARYVILLE. DEPT. OF HOME ECONOMICS.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - JUL71 22P.

DESCRIPTORS - *UNITS OF STUDY (SUBJECT FIELDS); *HOME ECONOMICS; *NUTRITION; *NUTRITION INSTRUCTION; *TEENAGERS; SECONDARY GRADES

ABSTRACT - THIS INTRODUCTORY UNIT FOR GRADES 8 THROUGH 10 PROVIDES THE INSTRUCTOR WITH A 3-COLUMN TEACHING GUIDE OF OBJECTIVES, CONTENT GENERALIZATIONS, AND LEARNING EXPERIENCES WHICH FOCUS ON THE CHARACTERISTICS OF FOOD AND THE FOOD HABITS OF TEENAGERS. CONTENTS DEAL WITH WAYS OF USING THE FOOD HABITS OF TEENAGERS TO THEIR BEST ADVANTAGE IN PROMOTING A HEALTHFUL ATTITUDE TOWARD GOOD NUTRITION. IT IS SUGGESTED THAT THE TOTAL UNIT TIME BE CONFINED TO TWO WEEKS OR LESS AND THAT OTHER CONCEPTS OF NUTRITION BE INTEGRATED INTO OTHER UNITS OF HOME ECONOMICS. FOR EXAMPLE, CONCEPTS RELATING NUTRITION TO FOOD STORAGE, FOOD PREPARATION, AND FOOD COSTS WILL BE TAUGHT DURING A PLANNING AND FOOD PREPARATION UNIT WHICH COULD WELL FOLLOW THIS UNIT. NUTRITIONAL NEEDS OF INFANTS, PRE-SCHOOLERS, PREGNANT AND NURSING WOMEN, AND SENIOR CITIZENS CAN BE MORE MEANINGFUL WHEN INTEGRATED INTO OTHER UNITS IN THE HOME ECONOMICS CLASSES. (AUTHOR/MU)

VT 100 642
ORIENTATION TO TEXTILES; STUDENT'S BOOKLET.

CLEMSON UNIV., S.C. VOCATIONAL EDUCATION MEDIA CENTER.
SOUTH CAROLINA STATE DEPT. OF EDUCATION, COLUMBIA. OFFICE OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 5P.

DESCRIPTORS - *PROGRAMED INSTRUCTION; *TEXTILES INSTRUCTION; *PROGRAMED UNITS; *OCCUPATIONAL INFORMATION; *INDIVIDUALIZED PROGRAMS
IDENTIFIERS - SOUTH CAROLINA

ABSTRACT - TO ACQUAINT STUDENTS WITH THE BASIC STEPS INVOLVED IN MAKING CLOTH BY THE "COTTON SYSTEM" WHICH IS WIDELY USED IN SOUTH CAROLINA, THIS WORKBOOK, ALONG WITH A CASSETTE TAPE, IS USED AS AN INDIVIDUALIZED INSTRUCTIONAL UNIT. A WORKSHEET PROVIDES PROBLEMS TO BE SOLVED AFTER EACH FRAME IS VIEWED BY THE STUDENT. A TEACHER'S GUIDE IS AVAILABLE AS VT 100 643. (MU)

VT 100 643
ORIENTATION TO TEXTILES; TEACHER'S GUIDE.

CLEMSON UNIV., S.C. VOCATIONAL EDUCATION MEDIA CENTER.
SOUTH CAROLINA STATE DEPT. OF EDUCATION, COLUMBIA. OFFICE OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 13P.

DESCRIPTORS - *PROGRAMED INSTRUCTION; *TEACHING GUIDES; *PROGRAMED UNITS; *TEXTILES INSTRUCTION; *OCCUPATIONAL INFORMATION
IDENTIFIERS - SOUTH CAROLINA

ABSTRACT - THIS TEACHING GUIDE PROVIDES THE INSTRUCTOR WITH THE MATERIALS FOR USING THE PROGRAMED UNIT DESCRIBED IN VT 100 642. THE PERFORMANCE OBJECTIVE, MATERIALS NEEDED, SUPPLEMENTARY MEDIA, A COPY OF THE STUDENT WORKSHEET, AND THE FILMSTRIP NARRATION ARE INCLUDED. DIRECTIONS FOR ADMINISTERING THE TEST AND AN ANSWER KEY ARE GIVEN. (MU)

VT 100 666
SHANNON, THEODORE P.
GETTING ALONG ON YOUR JOB.

OHIO STATE DEPT. OF EDUCATION, COLUMBUS. AGRICULTURAL EDUCATION SERVICE.; OHIO STATE UNIV., COLUMBUS. DEPT. OF AGRICULTURAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
AGDEX 900/60 AWE 10
AGRICULTURAL EDUCATION CURRICULUM MATERIALS SERVICE, THE OHIO STATE UNIVERSITY, ROOM 201, 2120 FYFFE ROAD, COLUMBUS, OHIO 43210
PUB DATE - 73 15P.

DESCRIPTORS - *WORK ATTITUDES; *ETHICAL VALUES; *PERSONAL VALUES; *VOCATIONAL EDUCATION; *SAFETY; ENTRY WORKERS

ABSTRACT - THIS NARRATIVE ACCOUNT OF TEN INCIDENCES IN VARIOUS JOB

SITUATIONS PROVIDES THE STUDENT PREPARING FOR EMPLOYMENT WITH A VARIETY OF THOUGHT-PROVOKING QUESTIONS. THEY DEAL WITH BEHAVIOR, WORK ATTITUDES, PERSONAL HABITS, HONESTY, AND SAFETY PRACTICES ON THE JOB. EACH INCIDENT ENDS IN A SERIES OF QUESTIONS THAT SHOULD INITIATE SELF-QUESTIONING AND CLASSROOM DISCUSSION. (MU)

VT 100 667
SHANNON, THEODORE P.
BUILDING AN INSURANCE PROGRAM.

OHIO STATE DEPT. OF EDUCATION, COLUMBUS. AGRICULTURAL EDUCATION SERVICE.; OHIO STATE UNIV., COLUMBUS. DEPT. OF AGRICULTURAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
AGDEX 900/12 AWE 9
AGRICULTURAL EDUCATION CURRICULUM MATERIALS SERVICE, THE OHIO STATE UNIVERSITY, ROOM 201, 2120 FYFFE ROAD, COLUMBUS, OHIO 43210
PUB DATE - 72 28P.

DESCRIPTORS - *INSURANCE PROGRAMS; *HEALTH INSURANCE; *FIRE INSURANCE; *VOCATIONAL EDUCATION

ABSTRACT - BASIC FACTS ABOUT INSURANCE AND INSURANCE PROGRAMS ARE PROVIDED IN THIS SUPPLEMENTARY READING MATERIAL FOR THE HIGH SCHOOL STUDENT ABOUT TO GRADUATE. CONTENTS INCLUDE THE REASONS FOR INSURANCE AND INFORMATION ABOUT LIFE INSURANCE, CAR INSURANCE, PROPERTY AND LIABILITY INSURANCE, AND HEALTH INSURANCE. THEIR IMPORTANCE AND VALUE ARE DEMONSTRATED BY SUGGESTED SITUATIONS. SAMPLE INSURANCE FORMS AND A SHORT EXERCISE FOR USE IN TESTING STUDENT UNDERSTANDING ARE INCLUDED. (MU)

VT 100 669
CONSUMER AND HOMEMAKING EDUCATION. CURRICULUM OUTLINE. BEHAVIORAL OBJECTIVES.

UTAH STATE BOARD FOR VOCATIONAL EDUCATION, SALT LAKE CITY.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 01SEP73 132P.

DESCRIPTORS - STATE CURRICULUM GUIDES; *CONSUMER EDUCATION; *HOMEMAKING EDUCATION; *HOMEMAKING SKILLS; *HOME MANAGEMENT; HOMEMAKERS CLUBS
IDENTIFIERS - FUTURE HOMEMAKERS OF AMERICA; FHA; *UTAH

ABSTRACT - THIS CURRICULUM OUTLINE IS PLANNED TO BE USED AS A REFERENCE FOR IDEAS, METHODS, AND OBJECTIVES TO AID THE CLASSROOM TEACHER IN PLANNING ACTIVITIES IN CONSUMER EDUCATION IN UTAH ACCORDING TO THE STUDENT'S INDIVIDUAL NEEDS. ATTENTION IS GIVEN TO THE USE OF INDIVIDUALIZED INSTRUCTION IN AN INTRODUCTION TO THE TEACHER. A GENERAL RANGE OF LEARNING ACTIVITIES AND EXPERIENCES ARE INCLUDED ALONG WITH A SUGGESTED LEVEL ON WHICH THEY MIGHT BE TAUGHT: BEGINNING, INTERMEDIATE, AND ADVANCED. THE ROLE OF THE FUTURE HOMEMAKERS OF AMERICA (FHA) IN THE CLASSES AND THE PATTERNS FOR ORGANIZING FHA GROUPS ARE DETAILED. COLOR-CODED SECTIONS PROVIDE BEHAVIORAL OBJECTIVES AND LEARNING ACTIVITIES FOR CLOTHING, FOODS, SELF-CONCEPTS, HOME AND FAMILY, AND HOME MANAGEMENT. (AUTHOR/MU)

VT 100 675
BOGDANY, MELVIN
WHAT EVERY BAKER NEEDS TO KNOW. A SCRAMBLED PROGRAM OF RELATED SCIENCE AND TRADE INFORMATION.

NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - FEB74 296P.

DESCRIPTORS - *PROGRAMED TEXTS; *TRADE AND INDUSTRIAL EDUCATION; *COOKS; *FOODS INSTRUCTION; *FOOD SERVICE OCCUPATIONS; NUTRITION

ABSTRACT - THIS GUIDE, INTENDED FOR A SUPPLEMENT TO CLASSROOM TEACHING, IS A PROGRAMED COURSE OF STUDY FOR THE BEGINNING STUDENT IN COMMERCIAL BAKING. IT CONTAINS INFORMATION ABOUT FLOURS, YEASTS, AND OTHER INGREDIENTS USED IN BREADS.

COMPOSITION, CHARACTERISTICS, AND CHEMICAL ACTIONS OF SALT, WATER, SUGAR, EGGS, SHORTENING, AND MILK ARE EXPLAINED AS THEY RELATE TO THE BAKING PROCESS. A VOCABULARY OF BAKESHOP TERMS AND A NUMBER OF SAFETY TIPS ARE PROVIDED. (MU)

VT 100 683
LEBOLD, SANDRA BOOSE
UNDERSTANDING YOURSELF AND YOUR LIFE.

SUSSEX COUNTY VOCATIONAL-TECHNICAL HIGH SCHOOL, SPARTA, N.J.
NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
NEW JERSEY VOCATIONAL TECHNICAL CURRICULUM LABORATORY, BLDG. 4103, KILMER CAMPUS, RUTGERS UNIV., NEW BRUNSWICK, N.J. 08903
PUB DATE - JUN74 126P.

DESCRIPTORS - *TEACHING GUIDES; *HUMAN DEVELOPMENT; *INDIVIDUAL DEVELOPMENT; *GROWTH PATTERNS; MATURATION; ROLE CONFLICT; PSYCHOLOGICAL CHARACTERISTICS; FAMILY LIFE; FAMILY STRUCTURE; PERSONAL GROWTH; *LIFE STYLE

ABSTRACT - THE SUBJECT MATTER IN THIS HUMAN GROWTH AND DEVELOPMENT-ORIENTED TEACHING MANUAL IS WRITTEN IN WORKSHEET FORM AND IS INTENDED AS AN INSTRUCTIONAL AID FOR FACILITATING INCREASED STUDENT AWARENESS AND UNDERSTANDING OF THE INDIVIDUAL AND GROUP FORCES WHICH TEND TO WEAKEN THE FAMILY UNIT. PRESENTED IN 30 CHAPTERS, THE CONTENT RANGES FROM A GENERAL OVERVIEW OF HUMAN BEHAVIOR, IDENTITY PROBLEMS, AND THE FAMILY STRUCTURE, TO CHARACTERISTICS AND ATTITUDES OF CHILDREN DURING THE EARLY YEARS AND EXTENDING INTO THE YOUNG ADULT STAGE, PARENTHOOD PLANNING, AND PREPARING FOR OLD AGE AND RETIREMENT. ADDITIONAL INFORMATIONAL SOURCES ARE INCLUDED. (SN)

VT 100 684
BREDEMEIER, MARY
THE WORKER IN MODERN SOCIETY.

MONTCLAIR STATE COLL., UPPER MONTCLAIR, N.J.
NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
NEW JERSEY VOCATIONAL TECHNICAL CURRICULUM LABORATORY, BLDG. 4103, KILMER CAMPUS, RUTGERS UNIV., NEW BRUNSWICK, N.J. 08903
PUB DATE - JAN74 414P.

DESCRIPTORS - *STUDY GUIDES; *LABOR PROBLEMS; *EMPLOYER EMPLOYEE RELATIONSHIP; *LABOR UNIONS; *SOCIAL CHANGE; SOCIAL SYSTEMS; LABOR LEGISLATION; CIVIL RIGHTS; UNIT PLAN; TESTS

ABSTRACT - THIS TEXTBOOK FOCUSES ON THE RELEVANCE OF WORKERS TO SOME OF THE SOCIAL CHANGES WHICH HAVE OCCURRED IN RECENT YEARS, SUCH AS INCREASED AUTOMATION AND UNIONIZATION, THE PHENOMENON OF INFLATION IN TIME OF RECESSION, THE INCREASING UNEMPLOYMENT AND POVERTY IN AN AFFLUENT SOCIETY, MINORITY RIGHTS, AND THE GROWING PROBLEMS O YOUTH AND AGE, EDUCATION, INTERNATIONAL RESPONSIBILITIES, AND THE ECOLOGY CRISIS. AS BOTH MANAGEMENT AND LABOR HAVE COMMON INTERESTS IN PROVIDING SOLUTIONS TO THESE PROBLEMS, NEARLY HALF OF THE VOLUME IS DEVOTED TO DISCUSSION OF MATTERS AFFECTING THE PUBLIC INTEREST. THE LESSONS ARE ARRANGED IN TEN UNITS, EACH WITH GIVEN OBJECTIVES AND QUESTIONS FOR ASSIGNMENT AND DISCUSSION. THE UNITS COVER CAPITALISM AND ITS RIVALS, PROBLEMS OF LABOR AND MANAGEMENT, HISTORY OF THE LABOR MOVEMENT, STRUCTURE AND FUNCTION OF TRADE UNIONS, PERSONNEL RESPONSIBILITIES IN MODERN ORGANIZATIONS, PROBLEM-SOLVING TECHNIQUES UTILIZED BY LABOR AND MANAGEMENT, INTRA-LABOR PROBLEMS, PROTECTING THE PUBLIC INTEREST AND CORRECTIVE LEGISLATION, THE WORKER'S RESPONSIBILITY, AND PROBLEMS AND CHALLENGES IN CONNECTION WITH THE PUBLIC INTEREST. A SET OF TESTS FOR EACH UNIT IS PROVIDED FOLLOWING THE

TEXT. (MF)

VT 100 686
PIESLAK, RAYMOND F.
ABOUT BUSINESS.

MARIE H. KATZENBACH SCHOOL FOR THE DEAF, WEST TRENTON, N.J.
NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
NEW JERSEY VOCATIONAL TECHNICAL CURRICULUM LABORATORY, BLDG. 4102, KILMER CAMPUS, RUTGERS UNIV., NEW BRUNSWICK, N.J. 08903
PUB DATE - JUN74 130P.

DESCRIPTORS - *STUDY GUIDES; INSTRUCTIONAL MATERIALS; MANUALS; *BUSINESS; *BUSINESS ADMINISTRATION; *AGRIBUSINESS; VOCATIONAL EDUCATION; BUSINESS EDUCATION; SECONDARY GRADES; POST SECONDARY EDUCATION; *BUSINESS RESPONSIBILITY

ABSTRACT - THIS MANUAL WAS PREPARED FOR STUDENTS ENROLLED IN THE NEW JERSEY BUSINESS-TRAINING CURRICULUM AND IS INTENDED TO BE SIMPLISTIC IN FORMAT, BUT COMPREHENSIVE IN ITS ATTEMPT TO ORIENT STUDENTS TO THE FIELD OF BUSINESS AS A SYSTEM. THUS, THE GUIDE SEEKS TO PROVIDE LEARNERS WITH SOME KNOWLEDGE OF THE NATURE OF BUSINESS TRANSACTIONS, HOW BUSINESS SERVES THE CONSUMER, HOW BUSINESS IS ORGANIZED AND MANAGED, AND THE KINDS OF WORKERS NEEDED IN THE FIELD. THE NINE TOPICAL UNITS TO BE STUDIED INCLUDE: (1) INTRODUCTION TO BUSINESS, (2) THE BUSINESS WORLD AROUND YOU, (3) KINDS OF BUSINESSES, (4) SHOPPING IN YOUR COMMUNITY, (5) WHAT BUSINESSMEN DO, (6) THE VALUE OF BUSINESS TO THE COMMUNITY, (7) OCCUPATIONS, (8) WHO OWNS BUSINESS, AND (9) IMPORTANT FACTS ABOUT MONEY. (SN)

VT 100 687
KIRTZ, CATHERINE M.
CHILD CARE.

MARIE H. KATZENBACH SCHOOL FOR THE DEAF, WEST TRENTON, N.J.
NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
NEW JERSEY VOCATIONAL TECHNICAL CURRICULUM LABORATORY, BLDG. 4103, KILMER CAMPUS, RUTGERS UNIV., NEW BRUNSWICK, N.J. 08903
PUB DATE - APR74 106P.

DESCRIPTORS - *STUDY GUIDES; MANUALS; *DEAF CHILDREN; *FEMALES; *SECONDARY GRADES; *CHILD CARE; *CHILD DEVELOPMENT; INSTRUCTIONAL MATERIALS

ABSTRACT - DEVELOPED FOR DEAF GIRLS BETWEEN THE AGES OF 15 AND 17, THIS GUIDE FOCUSES ON THE CARE AND DEVELOPMENT OF A CHILD FROM THE PERIOD OF CONCEPTION THROUGH EARLY BABYHOOD. TO FACILITATE STUDY IN THE AREA, ELEVEN INSTRUCTIONAL UNITS ON RELATED TOPICS ARE PRESENTED, COMPLETE WITH OBJECTIVES, CONTENT MATERIALS, DEFINITIONAL TERMS, AND STUDENT ASSIGNMENTS. THE FOLLOWING ARE SPECIFIC TOPICS OF THE UNITS INCLUDED: (1) BABY'S BEGINNING, (2) PREPARING FOR BABY'S BIRTH, (3) BABY'S BIRTH, (4) THE NEWBORN BABY, (5) HOW WILL BABY GROW, (6) CHANGES IN SLEEPING AND FEEDING SCHEDULES, (7) TOILET TRAINING, (8) KEEPING BABY HEALTHY, (9) MANAGEING THE CHILD, (10) CHARACTER TRAINING, AND (11) ENTERTAINING CHILDREN. (SN)

VT 100 693
FOOD PREPARATION AND SERVICE CLUSTER GUIDE. VOCATIONAL EDUCATION/SPECIAL EDUCATION PROJECT.

CENTRAL MICHIGAN UNIV., MOUNT PLEASANT.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.; MICHIGAN STATE DEPT. OF EDUCATION, LANSING. VOCATIONAL EDUCATION AND CAREER DEVELOPMENT SERVICE.
DOCUMENT NOT AVAILABLE IN VT-ERIC SET.
PUB DATE - 73 112P.

DESCRIPTORS - *TEACHING GUIDES; *VOCATIONAL EDUCATION; EXCEPTIONAL

STUDENTS; INSTRUCTIONAL UNITS; FOOD SERVICE OCCUPATIONS; *FOOD SERVICE; *COOKING INSTRUCTION; DISADVANTAGED GROUPS; STUDENT RECORDS; *OCCUPATIONAL HOME ECONOMICS; OCCUPATIONAL INFORMATION

ABSTRACT = THIS TEACHING GUIDE IS ONE OF A SERIES FOCUSING UPON THE PREPARATION OF PERSONS WITH SPECIAL EDUCATIONAL NEEDS. A TASK ANALYSIS DEFINES COMMON CLUSTERS OF TASKS IN THE FIELD OF FOOD PREPARATION AND SERVICE WHICH INCLUDES THE FOLLOWING SUBCLUSTERS: (1) BAKING AND PASTRY, (2) FOOD PREPARATION, AND (3) FOOD SERVICE. EACH SUBCLUSTER PRESENTS A NUMBER OF TASKS, AND AN INSTRUCTIONAL UNIT SUPPLIES THE TEACHER WITH A MULTI-PART TEACHING GUIDE FOR EACH TASK. A TASK SHEET FOR EACH STUDENT CARRIES A PROGRESS REPORT AND CONTAINS SKILLS TO BE GAINED, INSTRUCTIONAL AND REFERENCE MATERIALS, LANGUAGE KNOWLEDGE REQUIRED FOR THE TASK, AND SUGGESTIONS FOR DISCUSSION WITH THE STUDENT CONCERNED. A BIBLIOGRAPHY IS KEYED TO THE TEACHING GUIDE AND AN APPENDIX CONTAINS CODES FOR INTERPRETING THE VARIOUS NUMBERS FOUND IN THE TASK SHEETS. (MU)

VT 100 697
CLOTHING AND TEXTILE SERVICES CLUSTER GUIDE. VOCATIONAL EDUCATION/SPECIAL EDUCATION PROJECT.

CENTRAL MICHIGAN UNIV., MOUNT PLEASANT.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.; MICHIGAN STATE DEPT. OF EDUCATION, LANSING. VOCATIONAL EDUCATION AND CAREER DEVELOPMENT SERVICE.
DOCUMENT NOT AVAILABLE IN VT-ERIC SET.
PUB DATE - 73 154P.

DESCRIPTORS - *TEACHING GUIDES; *VOCATIONAL EDUCATION; EXCEPTIONAL STUDENTS; INSTRUCTIONAL UNITS; *SEAMSTRESSES; *OCCUPATIONAL HOME ECONOMICS; *TEXTILES INSTRUCTION; DISADVANTAGED GROUPS; TASK ANALYSIS; OCCUPATIONAL INFORMATION; SEWING MACHINE OPERATORS

ABSTRACT = THIS TEACHING GUIDE IS ONE OF A SERIES FOCUSING UPON THE PREPARATION OF PERSONS WITH SPECIAL EDUCATIONAL NEEDS. A TASK ANALYSIS DEFINES COMMON CLUSTERS OF TASKS IN THE FIELD OF CLOTHING AND TEXTILE SERVICES WHICH INCLUDES THE FOLLOWING SUBCLUSTERS: (1) CLOTHING SERVICE, (2) CLOTHING CONSTRUCTION, (3) HOME FURNISHINGS, AND (4) UPHOLSTERY. EACH SUBCLUSTER PRESENTS A NUMBER OF TASKS, AND AN INSTRUCTIONAL UNIT SUPPLIES THE TEACHER WITH A MULTI-PART TEACHING GUIDE FOR EACH TASK. A TASK SHEET FOR EACH STUDENT CARRIES A PROGRESS REPORT AND CONTAINS SKILLS TO BE GAINED, INSTRUCTIONAL AND REFERENCE MATERIALS, LANGUAGE KNOWLEDGE REQUIRED FOR THE TASK, AND SUGGESTIONS FOR DISCUSSION WITH THE STUDENT CONCERNED. A BIBLIOGRAPHY IS KEYED TO THE TEACHING GUIDE AND AN APPENDIX CONTAINS CODES FOR INTERPRETING THE VARIOUS NUMBERS FOUND IN THE TASK SHEETS. (MU)

VT 100 700
PROGRAM GUIDE. VOCATIONAL EDUCATION/SPECIAL EDUCATION PROJECT.

CENTRAL MICHIGAN UNIV., MOUNT PLEASANT.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.; MICHIGAN STATE DEPT. OF EDUCATION, LANSING. VOCATIONAL EDUCATION AND CAREER DEVELOPMENT SERVICE.
DOCUMENT NOT AVAILABLE IN VT-ERIC SET.
PUB DATE - 73 165P.

DESCRIPTORS - *SPECIAL EDUCATION; PHYSICALLY HANDICAPPED; MENTALLY HANDICAPPED; VOCATIONAL DEVELOPMENT; *PROGRAM GUIDES; *VOCATIONAL EDUCATION; *HANDICAPPED STUDENTS; PROGRAM DEVELOPMENT

ABSTRACT = FOCUSING UPON THE OCCUPATIONAL PREPARATION OF PERSONS WITH SPECIAL EDUCATIONAL NEEDS, THIS GUIDE IS INTENDED FOR ADMINISTRATORS AND TEACHERS OF STUDENTS WITH UNIQUE EDUCATIONAL

PROBLEMS. THE DOCUMENT, CONTAINING THE BACKGROUND, PSYCHOLOGICAL, AND DESCRIPTIVE INFORMATION NEEDED FOR IMPLEMENTING A SERIES OF CAREER INFORMATION PROGRAMS, IS INTENDED TO AID IN THE PROCESS OF ADAPTING A PROGRAM OF VOCATIONAL EDUCATION TO THE SPECIAL NEEDS OF THE MENTALLY, EMOTIONALLY, AND PHYSICALLY IMPAIRED. CONTENTS INCLUDE UNITS ON CHILDREN WITH SPECIAL NEEDS; PROGRAM PLANNING, ORGANIZING, AND DEVELOPMENT; INSTRUCTIONAL MODULES; AND EMPLOYMENT TASK MODULES. (AUTHOR/MU)

VT 100 804
CAREER OPPORTUNITIES TRANSPARENCIES.

CLEMSON UNIV., S.C. VOCATIONAL EDUCATION MEDIA CENTER.
SOUTH CAROLINA STATE DEPT. OF EDUCATION, COLUMBIA. OFFICE OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE = ND 35P.

DESCRIPTORS - *VOCATIONAL EDUCATION; *CAREERS; *JOB APPLICATION; *EMPLOYMENT INTERVIEWS; *TRANSPARENCIES; VOCATIONAL INTERESTS

ABSTRACT - INFORMATION ON PLANNING A CAREER IS GIVEN IN THESE 35 TRANSPARENCIES WHICH INCLUDE VOCATIONAL INTEREST INVENTORIES CONCERNING CLERICAL, MUSIC, SCIENTIFIC RESEARCH, ART, AND SOCIAL SERVICE OCCUPATIONS. PERSONAL ATTRIBUTES THAT WILL AID THE JOB SEEKER, A NUMBER OF CAREERS IN HOME ECONOMICS AND SEVERAL SOURCES OF JOB INFORMATION FOR THE STUDENT ARE GIVEN. THE STEPS ILLUSTRATED IN JOB APPLICATION INCLUDE THE APPLICATION FORM AND INTERVIEW, APPROPRIATE DRESS, PROCEDURES, AND TIPS ON BEHAVIOR. GENERAL INFORMATION ABOUT PERFORMANCE ON THE JOB IS INCLUDED. (MU)

VT 100 807
JARNOW, JEANNETTE
CAREER EXPLORATION IN THE FASHION INDUSTRY: A SUGGESTED PROGRAM GUIDE.

FASHION INST. OF TECH., N.Y.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
FASHION-IND-SER-1
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402 ($1.15)
STOCK NUMBER 1780-01263
PUB DATE - 73 74P.

DESCRIPTORS - *EMPLOYMENT OPPORTUNITIES; *TRADE AND INDUSTRIAL EDUCATION; *PROGRAM GUIDES; *RESOURCE GUIDES; *CAREER OPPORTUNITIES
IDENTIFIERS - *FASHION INDUSTRY; CAREER EXPLORATION

ABSTRACT - THIS GUIDE FOR EXPLORING CAREERS IN THE FASHION INDUSTRY IS INTENDED AS A RESOURCE FOR ADMINISTRATORS, TEACHERS, AND COORDINATORS WHO ARE INITIATING OR DEVELOPING A CAREER EXPLORATION PROGRAM IN THE FIELD. IT PROVIDES A SERIES OF CURRICULUM MODULES, EACH OF WHICH CORRESPONDS TO A DIFFERENT OCCUPATIONAL FIELD WITHIN THE FASHION INDUSTRY. EACH MODULE CONTAINS AN OCCUPATIONAL OVERVIEW OF THE FIELD, EMPLOYMENT OPPORTUNITIES, COMPETENCIES REQUIRED OF WORKERS, AND SUGGESTIONS FOR EXPLORATORY EXPERIENCES, OBJECTIVES TO BE ACHIEVED, AND TEACHING RESOURCES. THE OCCUPATIONAL FIELDS ARE APPAREL DESIGN AND PRODUCTION, FASHION MERCHANDISING, TEXTILE DESIGN AND PRODUCTION, AND DRYCLEANING AND LAUNDERING. RELATED DOCUMENTS INCLUDE VT 100 808 - VT 100 811. (AUTHOR/MU)

VT 100 808
JAFFE, HILDE, AND OTHERS
APPAREL DESIGN AND PRODUCTION: A SUGGESTED PROGRAM GUIDE.

FASHION INST. OF TECH., N.Y.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
FASHION-IND-SER-2
SUPERINTENDENT OF DOCUMENTS, U.S.

GOVERNMENT PRINTING OFFICE,
WASHINGTON, D.C. 20402 ($1.40)
STOCK NUMBER 1780-01178
PUB DATE - 73 125P.

DESCRIPTORS - *PROGRAM GUIDES; TEACHING GUIDES; *OCCUPATIONAL INFORMATION; *TRADE AND INDUSTRIAL EDUCATION; *CLOTHING DESIGN; CLOTHING INSTRUCTION; *MANUFACTURING INDUSTRY; CAREER OPPORTUNITIES
IDENTIFIERS - *APPAREL INDUSTRY

ABSTRACT - THIS PROGRAM GUIDE PROVIDES AN OVERVIEW OF THE APPAREL INDUSTRY, OCCUPATIONAL OPPORTUNITIES IN THE FIELD AND COMPETENCIES REQUIRED OF WORKERS. THE SCOPE AND ECONOMICS OF THE FIELD AND THE RANGE OF OCCUPATIONAL OPPORTUNITIES ARE SUMMARIZED AND EXAMPLES OF PROGRAMS IN APPAREL DESIGN AND PRODUCTION ARE GIVEN. BASIC SKILL DEVELOPMENT AND CAREER ADVANCEMENT INSTRUCTION CONTAIN OVER 20 SUBJECT MATTER AREAS WHICH INCLUDE OBJECTIVES TO BE ACHIEVED, TEACHING CONTENT AND SUGGESTIONS FOR LEARNING EXPERIENCES, EVALUATION, TEACHING RESOURCES, AND INSTRUCTIONAL SUPPLIES. SUGGESTED EQUIPMENT AND COSTS ARE INCLUDED AS WELL AS A BIBLIOGRAPHY AND A LIST OF REPRESENTATIVE TRADE ORGANIZATIONS. RELATED DOCUMENTS ARE AVAILABLE AS VT 100 807 AND VT 100 809 - VT 100 811. (AUTHOR/MU)

VT 100 809
RUSSO, MIRIAM
TEXTILE DESIGN: A SUGGESTED PROGRAM GUIDE.

FASHION INST. OF TECH., N.Y.
OFFICE OF EDUCATION, (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
FASHION-IND-SER-3
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402 ($1.60)
STOCK NUMBER 1780-01262
PUB DATE - 73 123P.

DESCRIPTORS - *PROGRAM GUIDES; *OCCUPATIONAL INFORMATION; *TRADE AND INDUSTRIAL EDUCATION; *TEXTILES INSTRUCTION; *DESIGN; TEACHING GUIDES; *CAREER OPPORTUNITIES
IDENTIFIERS - *TEXTILE DESIGN

ABSTRACT - THIS PROGRAM GUIDE PROVIDES AN OVERVIEW OF THE TEXTILE DESIGN FIELD, OCCUPATIONAL OPPORTUNITIES, AND COMPETENCIES REQUIRED OF WORKERS. THE MANPOWER NEEDS, EDUCATIONAL PREPARATION, A PROFILE OF ENTRY JOBS AND ADVANCED CAREER OPPORTUNITIES ARE SUMMARIZED. THE TEXTILE DESIGN PROGRAM IS DESCRIBED WITH DESIRED BEHAVIORAL OUTCOMES AND EXAMPLES OF PROGRAMS. GENERAL PROGRAM CONSIDERATIONS INCLUDE SUCH THINGS AS FACULTY, ENROLLMENT, ADVISORY COMMITTEE, COOPERATIVE TRAINING, AND MATERIALS AND SUPPLIES. A LIST OF REPRESENTATIVE TRADE ORGANIZATIONS, SUGGESTED EQUIPMENT, AND A BIBLIOGRAPHY ARE INCLUDED. RELATED DOCUMENTS ARE AVAILABLE AS VT 100 807, VT 100 808, VT 100 810, AND VT 100 811. (AUTHOR/MU)

VT 100 810
TEPPER, BETTE
FASHION MERCHANDISING: A SUGGESTED PROGRAM GUIDE.

FASHION INST. OF TECH., N.Y.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
FASHION-IND-SER-4
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402 ($1.50)
STOCK NUMBER 1780-01260
PUB DATE - 73 109P.

DESCRIPTORS - *MERCHANDISING; *PROGRAM GUIDES; *OCCUPATIONAL INFORMATION; *DISTRIBUTIVE EDUCATION; CAREER OPPORTUNITIES; RETAILING; WHOLESALING

ABSTRACT - THIS GUIDE PROVIDES AN OVERVIEW OF THE FASHION MERCHANDISING FIELD, OCCUPATIONAL OPPORTUNITIES, AND COMPETENCIES REQUIRED OF WORKERS. THE TERM, FASHION MERCHANDISING, IS USED TO IDENTIFY THE OCCUPATIONAL FIELD INVOLVED IN THE PERFORMANCE OF THE MARKETING FUNCTION IN RETAILING, WHOLESALING, AND MANUFACTURING ESTABLISHMENTS. A LIST OF OVER 30 OCCUPATIONS OUTLINES VARIOUS ENTRY JOBS AND CAREER OPPORTUNITIES IN THE FIELD. GENERAL PROGRAM CONSIDERATIONS INCLUDE A SURVEY OF NEEDS, FACULTY, ENROLLMENT, ADVISORY COMMITTEE, AND INSTRUCTIONAL MATERIALS AND AIDS. OUTLINES OF THE AREAS OF INSTRUCTION COVER THE MATERIALS USED IN THE TRADE (TEXTILES, FURS, LEATHER), SELLING AND DISPLAY, BUYING, SALES PROMOTION, AND FASHION COPYWRITING. FACILITIES, EQUIPMENT, AND INSTRUCTIONAL SUPPLIES NEEDED FOR THE PROGRAM ARE LISTED. RELATED DOCUMENTS ARE AVAILABLE AS VT 100 807 - VT 100 809 AND VT 100 811. (AUTHOR/MU)

VT 100 811
SAMUELS, JOSEPH
DRYCLEANING AND LAUNDERING: A SUGGESTED PROGRAM GUIDE.

FASHION INST. OF TECH., N.Y.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
FASHION-IND-SER-5
SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402 ($1.20)
STOCK NUMBER 1780-01261
PUB DATE - 73 80P.

DESCRIPTORS - *PROGRAM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *DISTRIBUTIVE EDUCATION; *CLEANING; *OCCUPATIONAL INFORMATION; TEACHING GUIDES; CAREER OPPORTUNITIES
IDENTIFIERS - *DRYCLEANING AND LAUNDERING

ABSTRACT - THIS GUIDE PROVIDES AN OVERVIEW OF THE DRYCLEANING AND LAUNDERING INDUSTRY, OCCUPATIONAL OPPORTUNITIES, AND COMPETENCIES REQUIRED OF WORKERS. IT CONTAINS OUTLINES OF AREAS OF INSTRUCTION THAT INCLUDE OBJECTIVES TO BE ACHIEVED, TEACHING CONTENT, AND SUGGESTED LEARNING EXPERIENCES, EVALUATION, AND TEACHING RESOURCES. SUGGESTED EQUIPMENT AND A LIST OF REPRESENTATIVE TRADE ASSOCIATIONS ARE INCLUDED. THE FOLLOWING AREAS OF INSTRUCTION ARE INCLUDED: (1) THE PROGRAM FOR CLASSWORK IN DRYCLEANING AND LAUNDERING, (2) OUTLINES OF AREAS OF INSTRUCTION, (3) CAREER ADVANCEMENT, (4) FACILITIES, EQUIPMENT, AND SUPPLIES. RELATED DOCUMENTS ARE AVAILABLE AS VT 100 807 - VT 100 810. (AUTHOR/MU)

VT 100 812
NORTH DAKOTA THIRD ANNUAL ALL-SERVICE VOCATIONAL EDUCATION CONFERENCE. CONFERENCE SUMMARY. (3RD, BISMARCK, AUGUST 20-24, 1973).

NORTH DAKOTA STATE BOARD FOR VOCATIONAL EDUCATION, BISMARCK.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 73 50P.

DESCRIPTORS - *CONFERENCE REPORTS; *VOCATIONAL EDUCATION; *CONFERENCES; *INSERVICE EDUCATION; WORKSHOPS
IDENTIFIERS - *NORTH DAKOTA

ABSTRACT - THIS DOCUMENT HIGHLIGHTS THE PROCEEDINGS OF THE THIRD ANNUAL ALL-SERVICE VOCATIONAL EDUCATION CONFERENCE HELD IN NORTH DAKOTA DURING THE PERIOD, AUGUST 20-24, 1973. BASICALLY DESIGNED AS AN INSERVICE TRAINING ACTIVITY FOR VOCATIONAL EDUCATION PERSONNEL, THE CONFERENCE HAD THREE BROAD OBJECTIVES: (1) TO UPGRADE THE PROFESSIONAL PERSONNEL INVOLVED IN VOCATIONAL EDUCATIONAL PROGRAMS IN NORTH DAKOTA, (2) TO SHARPEN THE FOCUS OF THE ROLE OF VOCATIONAL EDUCATION IN MEETING THE NEEDS OF PEOPLE, AND (3) TO CONTINUE TO FOSTER A SPIRIT OF COOPERATION AMONG THE VOCATIONAL PROGRAM AREAS FACING COMMON EDUCATIONAL PROBLEMS. THE FORMAT OF THE CONFERENCE CONSISTED OF TWO COMPONENTS. THE FIRST ONE WAS DEVOTED TO TOTAL GROUP PARTICIPATION AND THE SECOND PORTION TO PARTICIPATION BY PROGRAM AREA. SUMMARIES OF MOST OF THE ACTIVITIES AND PRESENTATIONS ENGAGED IN AT THE CONFERENCE ARE INCLUDED IN THIS PUBLICATION. (AUTHOR/SN)

VT 100 816
MEYER, LEU A.
OCCUPATIONAL PROGRAMS IN CALIFORNIA PUBLIC COMMUNITY COLLEGES. 1973-1974.

CALIFORNIA COMMUNITY COLLEGES, SACRAMENTO. OFFICE OF THE CHANCELLOR.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - JUN73 163P.

DESCRIPTORS - *COMMUNITY COLLEGES; *EDUCATIONAL PROGRAMS; *VOCATIONAL EDUCATION; *DIRECTORIES; *EDUCATIONAL OPPORTUNITIES
IDENTIFIERS - *CALIFORNIA

ABSTRACT - REVISED TO PROVIDE A MORE CONVENIENT ACCESS TO THE KINDS OF INFORMATION DESIRED BY STUDENTS AND COUNSELORS, THIS DIRECTORY OF 99 PUBLIC COMMUNITY COLLEGES IN CALIFORNIA CONTAINS COURSE OFFERINGS OF OVER 3,400 OCCUPATIONAL PROGRAMS. SECTION I CONTAINS GENERAL INFORMATION ABOUT CALIFORNIA COMMUNITY COLLEGES: COST, ADMISSION PROCEDURES, AND SPECIAL SERVICES AVAILABLE. SECTION II CONTAINS CHARTS LISTING THE PROGRAMS OFFERED BY EACH COLLEGE IN THE FOLLOWING AREAS: (1) AGRICULTURE, (2) BUSINESS AND OFFICE, (3) COMMUNICATIONS, (4) CRIMINAL JUSTICE, (5) ELECTRICAL--ELECTRONICS, (6) ENGINEERING TECHNOLOGY, (7) ENVIRONMENTAL AND NATURAL RESOURCES, (8) HEALTH SERVICES, (9) HOME ECONOMICS AND FOOD SERVICES, (10) MID-MANAGEMENT AND SUPERVISION, (11) SCIENCE AND LABORATORY OCCUPATIONS, (12) SERVICE OCCUPATIONS, AND (13) TRADES AND INDUSTRIES. SECTION III CONTAINS A DATA SHEET ON EACH COLLEGE LISTING ALL THE OCCUPATIONAL PROGRAMS THAT THE COLLEGE OFFERS. AN INDEX IS PROVIDED IN SECTION IV. (MU)

VT 100 817
A RESOURCE HANDBOOK FOR COUNSELING THE PHYSICALLY HANDICAPPED STUDENT.

CHABOT COLL., HAYWARD, CALIF. OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.; CALIFORNIA COMMUNITY COLLEGES, SACRAMENTO. OFFICE OF THE CHANCELLOR.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - JUN73 177P.

DESCRIPTORS - *MANUALS; *EDUCATIONAL OPPORTUNITIES; *EMPLOYMENT OPPORTUNITIES; *PHYSICALLY HANDICAPPED; *HANDICAPPED STUDENTS
IDENTIFIERS - *SOUTH COUNTY JOINT JUNIOR COLLEGE DISTRICT; CHABOT COLLEGE; CALIFORNIA

ABSTRACT - PROVIDING INFORMATION FOR COUNSELORS AND TEACHERS WHO ARE HELPING PHYSICALLY HANDICAPPED STUDENTS TO PLAN FUTURE EDUCATIONAL AND VOCATIONAL PROGRAMS, THIS HANDBOOK DESCRIBES THE COMMUNITY RESOURCES AVAILABLE TO THE HANDICAPPED IN THE SOUTH COUNTY JOINT JUNIOR COLLEGE DISTRICT (CHABOT COLLEGE) AREA OF CALIFORNIA. EDUCATIONAL RESOURCES PROVIDED BY THE SEVEN SCHOOL DISTRICTS ARE IDENTIFIED AND THEIR AREAS OF SPECIALIZATION INDICATED. CHABOT COLLEGE RESOURCES FOR THE HANDICAPPED ARE DETAILED AND OTHER LOCAL COLLEGE AND UNIVERSITY CONTACT PERSONS WHO CAN HELP WITH INFORMATION REGARDING PROGRAMS IN THEIR SCHOOLS ARE LISTED WITH NAME, ADDRESS, AND TELEPHONE NUMBER. SEPARATE INFORMATION IS DIRECTED TO THOSE WHO ASSIST DISABLED VETERANS. THE DOCUMENT IS IN A LOOSE LEAF FORMAT WITH TABS FOR EASY FAMILIARITY AND EASE IN UPDATING. A SECTION ENTITLED "OCCUPATIONS ACCESSIBLE TO THE PHYSICALLY HANDICAPPED" PRESENTS THE RESULTS OF A SURVEY OF APPROXIMATELY 265 EMPLOYERS INCLUDING MAINLY COLLEGE VOCATIONAL ADVISORY MEMBERS AND SCHOOL FACULTY. (AUTHOR/MU)

VT 100 822
CURRICULUM AND INSTRUCTIONAL MATERIALS DEVELOPMENT. PROFILE. TEN STATE CONSORTIUM.

OKLAHOMA STATE DEPT. OF VOCATIONAL AND TECHNICAL EDUCATION, STILLWATER. CURRICULUM AND INSTRUCTIONAL MATERIALS CENTER.
MF AVAILABLE IN VT-ERIC SET.

PUB DATE - ND 30P.

DESCRIPTORS - *VOCATIONAL EDUCATION; *EDUCATIONAL NEEDS; *CURRICULUM RESEARCH; *CURRICULUM PLANNING; *CURRICULUM DEVELOPMENT
IDENTIFIERS - *TEN STATE CONSORTIUM

ABSTRACT - THE DOCUMENT LISTS THE CURRICULUMS THAT ARE UNDER DEVELOPMENT, PLANNED FOR DEVELOPMENT, OR IDENTIFIED AS A NEED FOR THE STATES OF NORTH DAKOTA, SOUTH DAKOTA, NEBRASKA, KANSAS, MISSOURI, ARKANSAS, OKLAHOMA, TEXAS, COLORADO, AND NEW MEXICO. ARRANGED BY VOCATIONAL FIELD, EACH ENTRY PROVIDES THE FOLLOWING INFORMATION: (1) A TITLE AND DESCRIPTION OF THE COURSE, (2) THE NAME AND ADDRESS OF A PERSON TO REACH CONCERNING IT, (3) THE STATE OF ORIGIN OF THE PROJECT, AND (4) THE EXPECTED DATE OF COMPLETION. VOCATIONAL FIELDS INCLUDED ARE AGRICULTURE, DISTRIBUTIVE EDUCATION, HOME ECONOMICS, HEALTH EDUCATION, BUSINESS EDUCATION, TRADE AND INDUSTRY, AND CAREER EDUCATION. (MU)

VT 100 839
HILL, RICHARD K., ED.; SIMMONS, HELEN A., ED.
BEHAVIORAL OBJECTIVES FOR SELECTED UNITS IN CONSUMER AND HOMEMAKING EDUCATION.

VIRGINIA POLYTECHNIC INST. AND STATE UNIV., BLACKSBURG. DIV. OF VOCATIONAL-TECHNICAL EDUCATION.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.; VIRGINIA STATE DEPT. OF EDUCATION, RICHMOND. DIV. OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
HARRY L. SMITH, PUBLIC INFORMATION AND PUBLICATIONS, STATE DEPARTMENT OF EDUCATION, RICHMOND, VA 23216 ($2.00)
PUB DATE - ND 67P.

DESCRIPTORS - *PROGRAM EFFECTIVENESS; *VOCATIONAL EDUCATION; EDUCATIONAL ASSESSMENT; EVALUATION CRITERIA; *BEHAVIORAL OBJECTIVES; *COURSE OBJECTIVES; PROGRAM EVALUATION; *CONSUMER EDUCATION; *HOMEMAKING EDUCATION

ABSTRACT - ONE OF A SERIES OF DOCUMENTS RESULTING FROM THE VOCATIONAL EVALUATION PROJECT, THIS PUBLICATION WAS DEVELOPED BY TEACHERS DURING WORKSHOPS HELD AT A VIRGINIA UNIVERSITY. IT IS THE OUTCOME OF AN EFFORT TO DEVELOP A MEANS OF ASSESSING THE EFFECTIVENESS OF LOCAL VOCATIONAL INSTRUCTIONAL PROGRAMS. THIS PARTICULAR BOOKLET CONTAINS BEHAVIORAL OBJECTIVES ORGANIZED BY UNITS OF INSTRUCTION IN CONSUMER AND HOMEMAKING EDUCATION. INCLUDED IN EACH OF THE UNITS ARE: (1) SUBUNITS FOR STUDY, (2) AN OUTLINE OF THE GENERAL CONTENT, (3) A GOAL STATEMENT, AND (4) GENERAL AND SPECIFIC OBJECTIVES. UNIT TOPICS ENTERED ARE: (1) CONSUMPTION OF GOODS AND SERVICES, (2) INDIVIDUAL DEVELOPMENT IN THE FAMILY, (3) CULTURAL DEVELOPMENT IN THE FAMILY, AND (4) MANAGEMENT IN THE FAMILY. TO FURTHER FACILITATE EASE IN USING THIS PUBLICATION, DIRECTIONS ARE GIVEN FOR DEVELOPING ADDITIONAL UNITS. (AUTHOR/SN)

VT 100 841
HILL, RICHARD K., ED.; SIMMONS, HELEN A., ED.
BEHAVIORAL OBJECTIVES FOR SELECTED UNITS IN OCCUPATIONAL CHILD CARE EDUCATION.

VIRGINIA POLYTECHNIC INST. AND STATE UNIV., BLACKSBURG. DIV. OF VOCATIONAL-TECHNICAL EDUCATION.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.; VIRGINIA STATE DEPT. OF EDUCATION, RICHMOND. DIV. OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
HARRY L. SMITH, PUBLIC INFORMATION AND PUBLICATIONS, STATE DEPARTMENT OF EDUCATION, RICHMOND, VA 23216 ($2.00)
PUB DATE - ND 38P.

DESCRIPTORS - VOCATIONAL EDUCATION; *PROGRAM EFFECTIVENESS; PROGRAM EVALUATION; EDUCATIONAL ASSESSMENT; EVALUATION CRITERIA; *BEHAVIORAL OBJECTIVES; *COURSE OBJECTIVES; *CHILD CARE

ABSTRACT - THIS DOCUMENT IS THE OUTCOME OF A VOCATIONAL EVALUATION PROJECT AND IS ONE OF A SERIES OF PUBLICATIONS CONTAINING UNITS DEVELOPED AROUND BEHAVIORAL OBJECTIVES DESIGNED TO AID IN ASSESSING THE EFFECTIVENESS OF VOCATIONAL INSTRUCTIONAL PROGRAMS. SPECIFICALLY, THIS PUBLICATION FOCUSES ON OCCUPATIONAL CHILD CARE EDUCATION AND INCLUDES 11 UNITS WHICH HAVE IN THEM AN OUTLINE OF THE CONTENT, A GOAL STATEMENT, AND GENERAL AND SPECIFIC OBJECTIVES. TOPICS OF THE UNITS ENTERED ARE: (1) DESIRABLE PERSONAL QUALITIES FOR JOB SUCCESS, (2) PRENATAL DEVELOPMENT AND CARE, (3) FOODS AND NUTRITION FOR PRESCHOOL CHILDREN, (4) HEALTH AND SAFETY, (5) CHARACTERISTICS OF CHILDREN AGES THREE TO SIX, (6) DEVELOPING CREATIVITY IN PRESCHOOL CHILDREN, (7) PLAY, A WAY OF LEARNING, (8) PLAY MATERIALS FOR CHILDREN, TWO THROUGH FIVE, (9) SELECTING BOOKS AND STORIES FOR YOUNG CHILDREN, (10) LITERATURE DEVELOPMENT FOR CHILDREN TWO THROUGH FIVE, AND (11) DISCIPLINE FOR PRESCHOOLERS. IN ADDITION, DIRECTIONS FOR USING THE DOCUMENT ARE GIVEN AS WELL AS ARE DIRECTIONS FOR DEVELOPING OTHER UNITS. (AUTHOR/SN)

VT 100 844
BUCKS COUNTY TECHNICAL SCHOOL
COURSE OUTLINE IN FOOD SERVICES AND HOSPITALITY FOR 10TH, 11TH, AND 12TH GRADES.

BUCKS COUNTY TECHNICAL SCHOOL, FAIRLESS HILLS, PA.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 73 23P.

DESCRIPTORS - *CURRICULUM GUIDES; COURSE CONTENT; *COURSE DESCRIPTIONS; COURSE ORGANIZATION; SECONDARY GRADES; *FOOD SERVICE; *FOOD SERVICE INDUSTRY
IDENTIFIERS - *BUCKS COUNTY TECHNICAL SCHOOL

ABSTRACT - THIS OUTLINE DESCRIBES THE FOOD SERVICES AND HOSPITALITY COURSE OFFERED TO SENIOR HIGH SCHOOL STUDENTS AT THE BUCKS COUNTY TECHNICAL SCHOOL. SPECIFICALLY, THE COURSE SEEKS TO PROVIDE STUDENTS WITH A WORKABLE KNOWLEDGE OF FOOD SERVICES, AND FOSTER IN THEM A SENSE OF PERSONAL PRIDE FOR QUALITY WORKMANSHIP. IN ADDITION TO A STATEMENT OF THE PHILOSOPHY UNDERLYING THE COURSE'S DEVELOPMENT AND ITS INSTRUCTIONAL COMPONENTS AND PRESCRIBED TEACHING METHODOLOGY, THE FOLLOWING ARE INCLUDED IN THE CONTENTS: (1) GENERAL AND SPECIFIC COURSE OBJECTIVES, (2) INSTRUCTIONAL AIDS AND A LIST OF REFERENCES, (3) SCHEDULED INSTRUCTIONAL OPERATIONS, (4) THE ORGANIZATIONAL ARRANGEMENT OF THE COURSE, (5) REQUIRED RECORDS AND FORMS, (6) COURSE REGULATIONS AND EQUIPMENT TO BE UTILIZED, (7) CURRICULUM CONTENT, (8) GRADING AND EVALUATION POLICIES TO BE FOLLOWED, AND (9) PLACEMENT AND FOLLOW UP OPERATIONS. (SN)

VT 100 847
TROUTMAN, CAROL
DISHWASHING - BY HAND AND BY MACHINE.

CAMDEN COUNTY VOCATIONAL AND TECHNICAL SCHOOL, SICKLERVILLE, N.J.
NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
NEW JERSEY VOCATIONAL-TECHNICAL CURRICULUM LABORATORY, BLDG. 4103-KILMER CAMPUS, RUTGERS UNIV., NEW BRUNSWICK, N.J. 08903 ($1.50)
PUB DATE - FEB74 28P.

DESCRIPTORS - *SPECIAL EDUCATION; *VOCATIONAL EDUCATION; *SERVICE WORKERS; *SERVICE OCCUPATIONS; *DISHWASHING

ABSTRACT - DESIGNED FOR THE TEACHER OF A SPECIAL EDUCATION CLASS, THIS GUIDE CONTAINS FOUR WORKSHEETS AND THE TEACHING MATERIAL FOR THEIR USE IN PREPARING SPECIAL EDUCATION STUDENTS FOR EMPLOYMENT. A UNIT ON VOCABULARY INTRODUCES THE LESSONS. SUBJECT CONTENT INCLUDES UNITS ON HAND DISHWASHING, MACHINE

DISHWASHING, PROBLEMS AND CHECKS, SPECIAL TREATMENT OF VARIOUS DISHES, AND SAFETY TIPS. EACH UNIT CONTAINS OBJECTIVES, EQUIPMENT, PROCEDURE, REVIEW, AND THE WORK SHEET. (MU)

VT 100 856
HUDGINS, FLORENCE
GROOMING AND BEAUTY HINTS FOR THE WORLD OF WORK.

OMAHA PUBLIC SCHOOLS, NEBR. DEPT. OF VOCATIONAL EDUCATION.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
OEG-0-71-4661(361)
PUB DATE - 12JUL72 23P.

DESCRIPTORS - *CAREER EDUCATION; *INTEGRATED CURRICULUM; *VOCATIONAL EDUCATION; *DISADVANTAGED YOUTH; SELF CONCEPT; *ETHICAL VALUES; BEHAVIOR DEVELOPMENT; SECONDARY GRADES
IDENTIFIERS - *OMAHA PUBLIC SCHOOLS

ABSTRACT - THIS GUIDE FOR INTEGRATING CAREER EDUCATION CONCEPTS INTO THE SECONDARY GRADES IS PART OF AN EXPANDED VOCATIONAL EDUCATION PROGRAM FOR DISADVANTAGED YOUTH IN THE OMAHA PUBLIC SCHOOLS. THE SUBJECT MATTER OF THE DOCUMENT DEALS WITH COSMETOLOGY. CONCEPTS OF APPROPRIATE DRESS, WORK ATTITUDES, SELF AWARENESS, GROOMING, AND ETHICS ARE PRESENTED IN LEARNING ACTIVITIES, READINGS, DISCUSSIONS, AND VISUAL AIDS. A LIST OF REQUIRED SUBJECTS FOR COSMETOLOGY IS INCLUDED. (MU)

VT 100 860
RIDER, NANCY, AND OTHERS
INCORPORATING CONSUMER AND HOMEMAKING CAREER EDUCATION INTO THE JUNIOR AND SENIOR HIGH SCHOOL CURRICULUM.

OMAHA PUBLIC SCHOOLS, NEBR. DEPT. OF VOCATIONAL EDUCATION.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
OEG-0-71-4661(361)
PUB DATE - AUG72 97P.

DESCRIPTORS - *CAREER EDUCATION; *INTEGRATED CURRICULUM; *VOCATIONAL EDUCATION; *DISADVANTAGED YOUTH; LEARNING ACTIVITIES; SECONDARY GRADES; EMPLOYMENT OPPORTUNITIES; *HOMEMAKING EDUCATION; CONSUMER EDUCATION; CAREER PLANNING
IDENTIFIERS - *OMAHA PUBLIC SCHOOLS; CAREER AWARENESS

ABSTRACT - THIS GUIDE FOR INTEGRATING CAREER EDUCATION CONCEPTS INTO GRADES 9 THROUGH 12 IS PART OF AN EXPANDED VOCATIONAL EDUCATION PROGRAM FOR DISADVANTAGED YOUTH IN THE OMAHA PUBLIC SCHOOLS. THE SUBJECT MATTER OF THE DOCUMENT DEALS WITH CONSUMER AND HOMEMAKING EDUCATION. CONCEPTS OF CAREER AWARENESS, WORK ATTITUDES, JOB OPPORTUNITIES, OCCUPATIONAL INFORMATION, AND SPECIFIC CAREERS IN HOME ECONOMICS AREAS ARE PRESENTED IN BULLETIN BOARD IDEAS, LEARNING ACTIVITIES, CLASSROOM GAMES, READINGS, DISCUSSIONS, AND FIELD TRIPS. A SAMPLE TEACHING GUIDE IS INCLUDED. (MU)

VT 100 863
HIGHTREE, LYNELL
COMMERCIAL AVIATION FOR THE WORLD OF WORK.

OMAHA PUBLIC SCHOOLS, NEBR. DEPT. OF VOCATIONAL EDUCATION.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
OEG-0-71-4661(361)
PUB DATE - 04AUG72 12P.

DESCRIPTORS - *CAREER EDUCATION; *INTEGRATED CURRICULUM; *VOCATIONAL EDUCATION; *DISADVANTAGED YOUTH; LEARNING ACTIVITIES; *EMPLOYMENT OPPORTUNITIES; AVIATION VOCABULARY; SERVICE WORKERS; SECONDARY GRADES
IDENTIFIERS - *OMAHA PUBLIC SCHOOLS; COMMERCIAL AVIATION INDUSTRY

ABSTRACT - THIS GUIDE FOR INTEGRATING CAREER EDUCATION CONCEPTS INTO THE SECONDARY GRADES IS PART OF AN EXPANDED VOCATIONAL EDUCATION PROGRAM FOR DISADVANTAGED

YOUTH IN THE OMAHA PUBLIC SCHOOLS. THE SUBJECT MATTER OF THE DOCUMENT DEALS WITH SERVICE JOBS IN COMMERCIAL AVIATION. CONCEPTS OF CAREER AWARENESS, WORK ATTITUDES, JOB OPPORTUNITIES, AND OCCUPATIONAL INFORMATION ARE PRESENTED BY COMMUNITY RESOURCE PEOPLE, IN BULLETIN BOARD IDEAS, LEARNING ACTIVITIES, ROLE PLAYING, READINGS, DISCUSSIONS, AND FIELD TRIPS. A SAMPLE TEACHING GUIDE IS INCLUDED. (MU)

VT 100 873
MESZAROS, PEGGY SISK
INDIVIDUALIZED MARRIAGE AND FAMILY LIVING.

OMAHA PUBLIC SCHOOLS, NEBR. DEPT. OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 78P.

DESCRIPTORS - INSTRUCTIONAL MATERIALS; *TEACHING GUIDES; CAREER EDUCATION; *MARRIAGE; *FAMILY LIFE; SOCIAL DEVELOPMENT; *LESSON PLANS; SECONDARY GRADES; ELEMENTARY GRADES; *INDIVIDUALIZED INSTRUCTION
IDENTIFIERS - OMAHA PUBLIC SCHOOLS

ABSTRACT - THIS TEACHING GUIDE WAS DEVELOPED BY TEACHERS IN THE OMAHA PUBLIC SCHOOL SYSTEM AND IS INTENDED TO FACILITATE INSTRUCTION IN THE AREA OF CAREER EDUCATION. INDIVIDUALIZED AND SPECIFICALLY FOCUSED ON THE SUBJECT, "MARRIAGE AND FAMILY LIVING," THE GUIDE CONTAINS 20 LESSONS. CONTAINED IN EACH LESSON ARE: (1) AN OVERVIEW, (2) LESSON REQUIREMENTS, (3) LEARNING OBJECTIVES, (4) RESOURCES NEEDED, (5) LEARNING ACTIVITIES, AND (6) A STUDY GUIDE DEVISED TO ACCOMPANY TAPES DEVELOPED FOR THE LESSONS. (SN)

VT 100 874
MESZAROS, PEGGY SISK
INDIVIDUALIZED CONSUMER EDUCATION PROJECTS.

OMAHA PUBLIC SCHOOLS, NEBR. DEPT. OF VOCATIONAL EDUCATION.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
OEG-0-71-4661(361)
PUB DATE - APR74 70P.

DESCRIPTORS - INSTRUCTIONAL MATERIALS; *STUDY GUIDES; TEACHING GUIDES; CAREER EDUCATION; VOCATIONAL EDUCATION; *LESSON PLANS; SECONDARY GRADES; *INDIVIDUALIZED INSTRUCTION; *CONSUMER EDUCATION; *PROJECTS
IDENTIFIERS - OMAHA PUBLIC SCHOOLS

ABSTRACT - CONTAINED IN THIS GUIDE IS A SERIES OF INDIVIDUALIZED CONSUMER EDUCATION PROJECTS DEVELOPED FOR USE WITH SECONDARY STUDENTS. THE OUTCOME OF A CAREER EDUCATION WORKSHOP CONDUCTED BY THE OMAHA PUBLIC SCHOOL SYSTEM DURING THE SUMMER OF 1972, THE LESSON-ORIENTED PROJECTS ARE DESIGNED AROUND CONCEPTS WITH BEHAVIORALLY STATED LEARNING OBJECTIVES SPECIFYING EXACTLY WHAT THE STUDENT SHOULD BE ABLE TO DO UPON COMPLETION OF THE PROJECTS. SPECIFIC TITLES OF PROJECTS FOR WHICH LESSONS ARE ENTERED INCLUDE: (1) APARTMENTS, (2) SELECTION AND CARE OF BICYCLES, (3) CONSUMER DECISION MAKING, (4) WISE SELECTION OF HAIR CARE APPLIANCES, (5) SELF PROTECTION, (6) CONSUMER GYPS, (7) GOVERNMENT PROTECTION OF THE CONSUMER, (8) STEREOS AND RECORDINGS, AND (9) PERSONAL BUDGETS. (SN)

VT 100 875
MESZAROS, PEGGY SISK
GROOMING FOR THE JOB. INDIVIDUALIZED LESSONS.

OMAHA PUBLIC SCHOOLS, NEBR. DEPT. OF VOCATIONAL EDUCATION.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
OEG-0-71-4661(361)
PUB DATE - APR74 95P.

DESCRIPTORS - INSTRUCTIONAL MATERIALS; *STUDY GUIDES; CAREER EDUCATION; *LESSON PLANS; TEACHING GUIDES; *HYGIENE; *FEMALES; SECONDARY GRADES; JUNIOR HIGH SCHOOL STUDENTS; *INDIVIDUALIZED

INSTRUCTION
IDENTIFIERS - OMAHA PUBLIC SCHOOLS

ABSTRACT - DEVELOPED BY TEACHERS IN THE OMAHA PUBLIC SCHOOL SYSTEM, THIS CAREER EDUCATION ORIENTED GUIDE WAS DESIGNED TO TEACH GIRLS BASIC GOOD GROOMING TECHNIQUES AND THEIR RELATIONSHIP TO GETTING AND KEEPING A JOB. CUMULATIVELY, THERE ARE TEN INDIVIDUALIZED LESSONS CONTAINED. INCLUDED IN THE LESSONS ARE: (1) AN OVERVIEW, (2) LESSON REQUIREMENTS, (3) BEHAVIORALLY STATED LEARNING OBJECTIVES, (4) RESOURCES NEEDED, (5) LEARNING ACTIVITIES, (6) STUDY QUESTIONS, AND (7) A POSTTEST. (SN)

VT 100 892
OCCUPATIONAL HOME ECONOMICS COST CONTROL IN FOOD SERVICE. (TRANSPARENCIES).

CLEMSON UNIV., S.C. VOCATIONAL EDUCATION MEDIA CENTER.
SOUTH CAROLINA STATE DEPT. OF EDUCATION, COLUMBIA. OFFICE OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 20P.

DESCRIPTORS - *TRANSPARENCIES; *OCCUPATIONAL HOME ECONOMICS; *FOOD SERVICE; *FOOD SERVICE INDUSTRY; *COST EFFECTIVENESS

ABSTRACT - FACTORS AFFECTING COSTS IN THE FOOD SERVICE INDUSTRY ARE IDENTIFIED IN THE 18 TRANSPARENCIES PROVIDED HERE. THEY INCLUDE ERRORS IN MANAGING THE DINING ROOM, WASTEFUL PRACTICES IN FOOD PREPARATION, AND COSTLY OPERATING POLICIES. SIX TRANSPARENCIES DEAL WITH GENERAL CONTROL OF OPERATIONS IN A FOOD SERVICE ESTABLISHMENT. A PAGE OF SUMMARIZED INFORMATION IS INCLUDED FOR TEACHER PREPARATION IN THE CLASSROOM USE OF THE TRANSPARENCIES. (MU)

VT 100 893
FAMILY HEALTH. (TRANSPARENCIES).

CLEMSON UNIV., S.C. VOCATIONAL EDUCATION MEDIA CENTER.
SOUTH CAROLINA STATE DEPT. OF EDUCATION, COLUMBIA. OFFICE OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 20P.

DESCRIPTORS - *TRANSPARENCIES; *FAMILY LIFE EDUCATION; *FAMILY HEALTH; *HEALTH EDUCATION

ABSTRACT - THESE 20 TRANSPARENCIES FOR USE IN A HOME MANAGEMENT CLASS FOCUS ON FAMILY HEALTH. THEY IDENTIFY COMMON PSYCHOLOGICAL RESPONSES, FACTORS OF BODY NUTRITION, COMMON CHILDHOOD DISEASES, A FEW HEREDITARY FACTORS IN HEALTH, AND SAFETY MEASURES IN THE HOME. (MU)

VT 100 894
CLOTHING AND TEXTILES. (TRANSPARENCIES).

CLEMSON UNIV., S.C. VOCATIONAL EDUCATION MEDIA CENTER.
SOUTH CAROLINA STATE DEPT. OF EDUCATION, COLUMBIA. OFFICE OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 20P.

DESCRIPTORS - *HOME ECONOMICS EDUCATION; *TRANSPARENCIES; *TEXTILES INSTRUCTION; *CLOTHING INSTRUCTION; *HOME ECONOMICS SKILLS

ABSTRACT - DESIGNED FOR SECONDARY SCHOOLS AND AREA VOCATIONAL CENTERS, THIS SET OF 17 TRANSPARENCIES PROVIDES THE HOME ECONOMICS TEACHER WITH INSTRUCTIONAL MEDIA FOR USE IN CLASSES DEALING WITH CLOTHING AND TEXTILES. SEPARATE TRANSPARENCIES IDENTIFY ELEMENTS OF DESIGN, APPROPRIATENESS OF FASHION, TECHNIQUES OF USING PATTERNS, AND DIRECTIONS FOR A NUMBER OF SEWING SKILLS. (MU)

VT 100 895
CHILD DEVELOPMENT. (TRANSPARENCIES).

CLEMSON UNIV., S.C. VOCATIONAL EDUCATION MEDIA CENTER.
SOUTH CAROLINA STATE DEPT. OF EDUCATION, COLUMBIA. OFFICE OF

VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 38P.

DESCRIPTORS - *TRANSPARENCIES; *CHILD CARE; *CHILD DEVELOPMENT; *EARLY CHILDHOOD; *HOME ECONOMICS EDUCATION; CHILD ROLE

ABSTRACT - THESE 35 TRANSPARENCIES PROVIDE TEACHING MATERIALS FOR THE HOME ECONOMICS CLASSES THAT DEAL WITH THE GROWTH AND DEVELOPMENT OF CHILDREN FROM BIRTH TO AGE SIX. GROWTH CHANGES ARE CLASSIFIED AS STAGES OF DEVELOPMENT IN MENTAL, EMOTIONAL, PHYSICAL, AND SOCIAL GROWTH. METHODS OF NURTURING DEVELOPMENT AND OF RESPONDING TO THE CHILD ARE IDENTIFIED. (MU)

VT 100 918
CONSUMER EDUCATION LEARNING PACKETS FOR THE MIDDLE SCHOOL.

NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. HOME ECONOMICS AND CONSUMER EDUCATION UNIT.
MF AVAILABLE IN VT-ERIC SET.
CURRICULUM LABORATORY, RUTGERS-THE STATE UNIVERSITY, BLDG. 4103-KILMER CAMPUS, NEW BRUNSWICK, N.J.
PUB DATE - JUN73 50P.

DESCRIPTORS - *INSTRUCTIONAL MATERIALS; *PROGRAMED MATERIALS; INTERMEDIATE GRADES; *MIDDLE SCHOOLS; *CONSUMER EDUCATION; HOME ECONOMICS; EDUCATIONAL RESOURCES
IDENTIFIERS - *LEARNING PACKETS

ABSTRACT - DESIGNED AS A RESOURCE FOR HOME ECONOMICS TEACHERS IN MIDDLE SCHOOL PROGRAMS, THESE LEARNING PACKETS WERE DEVELOPED PRIMARILY TO ASSIST IN THE TEACHING OF CONSUMER EDUCATION. PRESENTED IN PRINTED FORM, THE MATERIALS PROVIDED MAY BE ALTERED OR TRANSFERRED TO OTHER RESOURCE MODES AT THE DISCRETION OF THE TEACHER USING THE MATERIALS. EACH UNIT INCLUDED IN THE PACKETS CONTAINS THE MAJOR CONCEPTS AND BEHAVIORAL OBJECTIVES TO BE ATTAINED AND/OR DEVELOPED, AS WELL AS A VOCABULARY LIST AND SET OF ACTIVITIES TO BE CARRIED OUT IN THE INSTRUCTIONAL PROCESS. SPECIFIC PACKET TITLES INCLUDE: (1) THE USE OF MONEY, (2) WHAT MAKES US BUY, (3) SMART SHOPPING, AND (4) BUYING AT THE SUPERMARKET. (SN)

VT 100 919
BYRN, DELMONT K.
CAREER DECISIONS.

NATIONAL VOCATIONAL GUIDANCE ASSOCIATION, WASHINGTON, D.C.
DOCUMENT NOT AVAILABLE IN VT-ERIC SET.
NATIONAL VOCATIONAL GUIDANCE ASSOCIATION, 1607 NEW HAMPSHIRE AVE. N.W., WASHINGTON, D.C. 20009 ($.50)
PUB DATE - 69 32P.

DESCRIPTORS - *CAREER PLANNING; *OCCUPATIONAL CHOICE; *VOCATIONAL INTERESTS; *SELF CONCEPT; TEENAGERS; WORK ATTITUDES; VOCATIONAL APTITUDE; EMPLOYMENT; FUTURES (OF SOCIETY); PAMPHLETS

ABSTRACT - DIRECTED TO TEENAGERS, THIS PAMPHLET DESCRIBES THE FUTURE THEY CAN EXPECT IN THEIR WAGE-EARNING YEARS, PLACING EMPHASIS ON THE CHANGES THAT MAKE NECESSARY THEIR CAREFUL PLANS FOR CAREERS IN ORDER TO ACHIEVE A DESIRABLE LIFE. AN UNDERSTANDING OF ONE'S ABILITIES, PERSONALITY, INTERESTS, VALUES, STANDARDS, SCHOOL ACHIEVEMENT, AND CREDENTIALS FOR WORK ARE SHOWN AS VITAL FACTORS IN THE STUDENT'S SELF CONCEPT IN EMERGING ADULTHOOD. A DESCRIPTION OF THE WORKING WORLD CONTAINS EMPLOYMENT AND LABOR STATISTICS, WORKING CONDITIONS, AND OCCUPATIONAL OUTLOOK. (MU)

VT 101 001
CAREERS.

ADMIRAL PEARY AREA VOCATIONAL-TECHNICAL SCHOOL, EBENSBURG, PA.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 21P.

DESCRIPTORS - *EDUCATIONAL PROGRAMS; *CAREER EDUCATION; *CAREERS; VOCATIONAL EDUCATION; VOCATIONAL DEVELOPMENT; AREA

VOCATIONAL SCHOOLS; PROGRAM DESCRIPTIONS; *PROGRAM CONTENT

ABSTRACT - THIS DOCUMENT PROVIDES AN OVERVIEW OF THE CAREER EDUCATION PROGRAM AT THE ADMIRAL PEARY AREA VOCATIONAL AND TECHNICAL SCHOOL. INCLUDED ARE A LISTING OF THE COURSE OFFERINGS, OBJECTIVES, AND SELECTION AND ADMISSION PROCEDURES. AMONG THE CAREER AREAS WHICH MAY BE PURSUED ARE: (1) THE AGRICULTURAL CAREERS, (2) THE AUTOMOTIVE CAREERS, (3) THE SERVICE CAREERS, (4) THE BUILDING CONSTRUCTION CAREERS, (5) THE METAL AND MATERIAL CAREERS, AND (6) CAREERS IN THE TECHNOLOGIES. (SN)

VT 101 002
HOME ECONOMICS CURRICULUM GUIDE FOR MIDDLE SCHOOL. GRADES 6-8.

HOWARD COUNTY BOARD OF EDUCATION, CLARKSVILLE, MD.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 72 300P.

DESCRIPTORS - *CURRICULUM GUIDES; *TEACHING GUIDES; *HOME ECONOMICS; *FAMILY LIFE EDUCATION; *SELF CONCEPT; HOMEMAKING EDUCATION; MIDDLE SCHOOLS
IDENTIFIERS - *HOWARD COUNTY PUBLIC SCHOOLS

ABSTRACT - THE STRENGTHENING OF FAMILY LIFE THROUGH AN UNDERSTANDING OF SELF IS THE PRIME OBJECTIVE OF THIS CURRICULUM GUIDE IN HOME ECONOMICS FOR THE MIDDLE SCHOOLS OF HOWARD COUNTY, MARYLAND. THE FOLLOWING FOUR MAJOR AREAS CONTAIN THE SUBJECT MATTER: (1) HUMAN DEVELOPMENT, (2) FOODS AND NUTRITION, (3) TEXTILES AND CLOTHING, AND (4) HOUSING. A TEACHER'S GUIDE IN A 4-COLUMN FORMAT PRESENTS THE CONCEPTS TO BE TAUGHT, BEHAVIORAL OBJECTIVES SOUGHT, SUGGESTED ACTIVITIES, AND RESOURCES. AMONG THE RESOURCES, OVER 40 TEACHER-DEVELOPED MATERIALS ARE INCLUDED. THE GUIDE IS ASSEMBLED IN A LOOSE LEAF BINDER FOR EASY CHOICE OF MATERIAL IN USING THE SUGGESTIONS IT CONTAINS. (MU)

VT 101 005
EVALUATION OF VOCATIONAL/TECHNICAL EDUCATION. INSTRUMENTS AND PROCEDURES.

AMERICAN VOCATIONAL ASSOCIATION, WASHINGTON, D.C. NATIONAL STUDY FOR ACCREDITATION OF VOCATIONAL/TECHNICAL EDUCATION. BUREAU OF OCCUPATIONAL AND ADULT EDUCATION (DHEW/OE), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
OEG-0-9-180489-4672(085)
PUB DATE - 30MAR73 132P.

DESCRIPTORS - GUIDELINES; *PROGRAM EVALUATION; *ACCREDITATION (INSTITUTIONS); *VOCATIONAL SCHOOLS; *MEASUREMENT INSTRUMENTS; *EVALUATION CRITERIA; SELF EVALUATION; EDUCATIONAL ACCOUNTABILITY; EDUCATIONAL OBJECTIVES

ABSTRACT - ACCREDITATION IN THE PAST HAS BEEN A FUNCTION LARGELY CONCERNED WITH THE ARTICULATION OF EDUCATION TO FACILITATE THE TRANSFER OF STUDENTS FROM ONE LEVEL OF EDUCATION TO ANOTHER AND BETWEEN INSTITUTIONS WITH SOME CONFIDENCE IN THE PRIOR PREPARATION RECEIVED. AS NO COMPARABLE FORCE HAS EXISTED FOR HOLDING EDUCATION ACCOUNTABLE FOR PREPARING STUDENTS FOR EMPLOYMENT, THIS STUDY WAS PREPARED TO DEVELOP EVALUATIVE CRITERIA AND GUIDELINES FOR STANDARDS AND PROCEDURES TO BE APPLIED TO VOCATIONAL/TECHNICAL EDUCATION AT ALL LEVELS REGARDLESS OF SETTING. MAJOR STEPS IN THE EVALUATIVE PROCESS ARE: (1) AN IN-DEPTH SELF-EVALUATION STUDY, (2) AN ON-SITE VERIFICATION OR AUDIT BY A QUALIFIED OUTSIDE TEAM, AND (3) A REVIEW BY AN INDEPENDENT THIRD GROUP. THIS APPROACH IS DESIGNED TO MEET THE NEEDS OF ACCREDITING AGENCIES TO EMPHASIZE THE IMPORTANCE OF DOCUMENTATION IN EVALUATION. THE INSTRUMENTS AND PROCEDURES ARE PRESENTED IN DETAIL. A GLOSSARY AND AN INDEX ARE PROVIDED. (MF)

VT 101 017
COOPER, ELMER L., AND OTHERS
STUDENT INJURY AND TEACHER LIABILITY. A SELF-INSTRUCTIONAL UNIT.

VIRGINIA POLYTECHNIC INST. AND STATE UNIV., BLACKSBURG. DIV. OF VOCATIONAL-TECHNICAL EDUCATION.
VIRGINIA STATE DEPT. OF EDUCATION, RICHMOND. DIV. OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB-PM-20
PUB DATE - 74 50P.

DESCRIPTORS - *TEACHER RESPONSIBILITY; *VOCATIONAL EDUCATION TEACHERS; *LEGAL RESPONSIBILITY; *LEGAL PROBLEMS; *SCHOOL SAFETY; LAWS; AUTOINSTRUCTIONAL AIDS

ABSTRACT - TO INCREASE THE VOCATIONAL TEACHER'S AWARENESS IN MATTERS INVOLVING THE POSSIBILITY OF TORT, THIS SELF-INSTRUCTION UNIT PROVIDES THE GENERAL PRINCIPLES OF LAW GOVERNING TORT AND A NUMBER OF INSTANCES APPLICABLE TO VOCATIONAL EDUCATION TEACHERS. EXAMPLES OF STUDENT INJURY AND TEACHER LIABILITY ARE GIVEN IN NARRATIVE FORM USING A PROGRAMMED TEXT FORMAT FOR SELF STUDY. (AUTHOR/MU)

VT 101 019
CAREER DEVELOPMENT. THE FAMILY-HOME-COMMUNITY PROJECT.

ROBBINSDALE INDEPENDENT SCHOOL DISTRICT 281, MINN.
MINNESOTA ENVIRONMENTAL SCIENCES FOUNDATION, INC., MINNEAPOLIS.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - AUG73 128P.

DESCRIPTORS - *VOCATIONAL DEVELOPMENT; *INTEGRATED CURRICULUM; *CAREER EDUCATION; GRADE 7; GRADE 8; GRADE 9; *CAREERS; *LEARNING ACTIVITIES; CURRICULUM GUIDES
IDENTIFIERS - *HOSTERMAN JUNIOR HIGH SCHOOL

ABSTRACT - UNITS OF INSTRUCTION TO INCREASE CAREER AWARENESS ARE SUPPLIED IN THIS CURRICULUM GUIDE FOR THE HOSTERMAN JUNIOR HIGH SCHOOL. GENERAL OBJECTIVES FOR GRADES 7, 8, AND 9 AND THE CLASSROOM COGNITIVE, AFFECTIVE, AND PSYCHOMOTOR OBJECTIVES OF THE COURSE CONCERN THE PUPILS' DEVELOPMENT TOWARD REALISTIC CAREER ATTITUDES. THE FAMILY MODEL IS A FLEXIBLE COMPOSITE TO BE USED AS THE CATALYST FOR INTEGRATING CAREER AWARENESS THROUGH THE VARIOUS DISCIPLINES OF ART, ENGLISH, FOREIGN LANGUAGE, HOME ECONOMICS, INDUSTRIAL ARTS, MATHEMATICS, PHYSICAL EDUCATION, SCIENCE, AND SOCIAL STUDIES. (MU)

VT 101 021
CAREER EDUCATION PERSONNEL MODEL. COMPREHENSIVE MODEL.

MICHIGAN UNIV., ANN ARBOR. SCHOOL OF EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 6P.

DESCRIPTORS - *PERFORMANCE BASED TEACHER EDUCATION; *TEACHER EDUCATION CURRICULUM; *CAREER EDUCATION; TRAINING OBJECTIVES; *PROGRAM DEVELOPMENT; PROGRAM PLANNING; *PERFORMANCE CRITERIA; ELEMENTARY SCHOOL TEACHERS; SECONDARY SCHOOL TEACHERS; ELEMENTARY SCHOOL COUNSELORS; SECONDARY SCHOOL COUNSELORS; ADMINISTRATOR EDUCATION; ADMINISTRATIVE PERSONNEL

ABSTRACT - IN ORDER TO DEVELOP COMPETENCY-BASED CURRICULUM FOR TEACHER EDUCATION IN PRESERVICE AND INSERVICE COURSES, THE COMPETENCIES NEEDED FOR PLANNING AND FOR IMPLEMENTING CAREER EDUCATION PROGRAMS WERE IDENTIFIED FOR TEACHERS, COUNSELORS, AND ADMINISTRATORS IN ELEMENTARY, JUNIOR HIGH, AND HIGH SCHOOLS. THE COMPETENCY STATEMENTS WERE VALIDATED BY FUNCTION AND GRADE AREA, EXPANDED INTO PERFORMANCE CRITERIA, AND RESULTED IN TEN TRAINING MODELS. THIS DOCUMENT REPRESENTS THE COMPREHENSIVE MODEL AND CONTAINS IMPLEMENTATION GUIDELINES, ILLUSTRATIONS OF HOW TO

DEVELOP TRAINING OBJECTIVES FROM THE STATEMENTS, AND COMPETENCY STATEMENTS AND RELATED PERFORMANCE CRITERIA FOR TEACHERS, COUNSELORS, AND ADMINISTRATORS ON ALL LEVELS. RELATED DOCUMENTS ARE AVAILABLE AS VT 101 022 TO VT 101 028. (AUTHOR/MU)

VT 101 022
CAREER EDUCATION PERSONNEL MODEL. SECONDARY TEACHER MODEL.

MICHIGAN UNIV., ANN ARBOR. SCHOOL OF EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 13P.

DESCRIPTORS - *PERFORMANCE BASED TEACHER EDUCATION; *TEACHER EDUCATION CURRICULUM; *CAREER EDUCATION; TRAINING OBJECTIVES; PROGRAM DEVELOPMENT; PROGRAM PLANNING; *PERFORMANCE CRITERIA; *SECONDARY SCHOOL TEACHERS

ABSTRACT - IN ORDER TO DEVELOP COMPETENCY-BASED CURRICULUM FOR TEACHER EDUCATION IN PRESERVICE AND INSERVICE COURSES, THE COMPETENCIES NEEDED FOR PLANNING AND FOR IMPLEMENTING CAREER EDUCATION PROGRAMS WERE IDENTIFIED FOR TEACHERS, COUNSELORS, AND ADMINISTRATORS IN ELEMENTARY, JUNIOR HIGH, AND HIGH SCHOOLS. THE COMPETENCY STATEMENTS WERE VALIDATED BY FUNCTION AND GRADE AREA, EXPANDED INTO PERFORMANCE CRITERIA, AND RESULTED IN TEN TRAINING MODELS. THIS DOCUMENT REPRESENTS ONE OF THE TRAINING MODELS AND CONTAINS IMPLEMENTATION GUIDELINES, ILLUSTRATIONS OF HOW TO DEVELOP TRAINING OBJECTIVES FROM THE STATEMENTS, AND COMPETENCY STATEMENTS AND RELATED PERFORMANCE CRITERIA FOR SECONDARY SCHOOL TEACHERS. RELATED DOCUMENTS ARE AVAILABLE AS VT 101 021 AND VT 101 023 TO VT 101 028. (AUTHOR/MU)

VT 101 025
CAREER EDUCATION PERSONNEL MODEL. MIDDLE OR JUNIOR HIGH ADMINISTRATOR MODEL.

MICHIGAN UNIV., ANN ARBOR. SCHOOL OF EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 10P.

DESCRIPTORS - *PERFORMANCE BASED TEACHER EDUCATION; *TEACHER EDUCATION CURRICULUM; *CAREER EDUCATION; TRAINING OBJECTIVES; PROGRAM DEVELOPMENT; PROGRAM PLANNING; PERFORMANCE CRITERIA; *ADMINISTRATOR EDUCATION; *ADMINISTRATIVE PERSONNEL

ABSTRACT - IN ORDER TO DEVELOP COMPETENCY-BASED CURRICULUM FOR TEACHER EDUCATION IN PRESERVICE AND INSERVICE COURSES, THE COMPETENCIES NEEDED FOR PLANNING AND FOR IMPLEMENTING CAREER EDUCATION PROGRAMS WERE IDENTIFIED FOR TEACHERS, COUNSELORS, AND ADMINISTRATORS IN ELEMENTARY, JUNIOR HIGH, AND HIGH SCHOOLS. THE COMPETENCY STATEMENTS WERE VALIDATED BY FUNCTION AND GRADE AREA, EXPANDED INTO PERFORMANCE CRITERIA, AND RESULTED IN TEN TRAINING MODELS. THIS DOCUMENT REPRESENTS ONE OF THE TRAINING MODELS AND CONTAINS IMPLEMENTATION GUIDELINES, ILLUSTRATIONS OF HOW TO DEVELOP TRAINING OBJECTIVES FROM THE STATEMENTS, AND COMPETENCY STATEMENTS AND RELATED PERFORMANCE CRITERIA FOR JUNIOR HIGH SCHOOL ADMINISTRATORS. RELATED DOCUMENTS ARE AVAILABLE AS VT 101 021 - VT 101 029 AND VT 101 026 - VT 101 028. (AUTHOR/MU)

VT 101 027
CAREER EDUCATION PERSONNEL MODEL. MIDDLE OR JUNIOR HIGH TEACHER MODEL.

MICHIGAN UNIV., ANN ARBOR. SCHOOL OF EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 11P.

DESCRIPTORS - *PERFORMANCE BASED TEACHER EDUCATION; *TEACHER EDUCATION CURRICULUM; *CAREER EDUCATION; TRAINING OBJECTIVES; PROGRAM DEVELOPMENT; PROGRAM PLANNING; *PERFORMANCE CRITERIA; *SECONDARY SCHOOL TEACHERS

ABSTRACT - IN ORDER TO DEVELOP COMPETENCY-BASED CURRICULUM FOR TEACHER EDUCATION IN PRESERVICE AND INSERVICE COURSES, THE COMPETENCIES NEEDED FOR PLANNING AND FOR IMPLEMENTING CAREER EDUCATION PROGRAMS WERE IDENTIFIED FOR TEACHERS, COUNSELORS, AND ADMINISTRATORS IN ELEMENTARY, JUNIOR HIGH, AND HIGH SCHOOLS. THE COMPETENCY STATEMENTS WERE VALIDATED BY FUNCTION AND GRADE AREA, EXPANDED INTO PERFORMANCE CRITERIA, AND RESULTED IN TEN TRAINING MODELS. THIS DOCUMENT REPRESENTS ONE OF THE TRAINING MODELS AND CONTAINS IMPLEMENTATION GUIDELINES, ILLUSTRATIONS OF HOW TO DEVELOP TRAINING OBJECTIVES FROM THE STATEMENTS, AND COMPETENCY STATEMENTS AND RELATED PERFORMANCE CRITERIA FOR JUNIOR HIGH SCHOOL TEACHERS. RELATED DOCUMENTS ARE AVAILABLE AS VT 101 021 - VT 101 026 AND VT 101 028. (AUTHOR/MU)

VT 101 030
ANDERSON, FLOYD L.
INDIVIDUALIZED, PERFORMANCE-BASED CURRICULUM AT THE MINNEAPOLIS AREA VOCATIONAL TECHNICAL INSTITUTE. INTERIM REPORT. INSTRUCTIONAL MATERIALS.

MINNEAPOLIS AREA VOCATIONAL TECHNICAL INST., MINN.
MINNESOTA STATE DEPT. OF EDUCATION, ST. PAUL. DIV. OF VOCATIONAL AND TECHNICAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 25JUN74 400P.

DESCRIPTORS - *CAREER EDUCATION; *VOCATIONAL DEVELOPMENT; *VOCATIONAL EDUCATION; *INSTRUCTIONAL MATERIALS; PROGRAM DESCRIPTIONS; *DEVELOPMENTAL PROGRAMS
IDENTIFIERS - *MINNEAPOLIS

ABSTRACT - THIS DOCUMENT CONTAINS BOTH AN INTERIM REPORT COVERING THE TIME PERIOD FROM JULY 1973 TO JUNE 1974 AND AN EXTENSIVE COLLECTION OF INSTRUCTIONAL MATERIALS GENERATED BY THE PROJECT TO DEVELOP CURRICULUM FOR NEW PROGRAMS OF VOCATIONAL TECHNICAL EDUCATION IN THE MINNEAPOLIS AREA. GOALS, PROCEDURES, ACCOMPLISHMENTS, EVALUATIONS, AND RECOMMENDATIONS ARE DESCRIBED FOR THE FIRST YEAR OF THE PROJECT. RECOMMENDATIONS CONCERN PROGRAM CONTINUATION, IMPROVEMENT, AND EXPANSION. APPENDED MATERIALS INCLUDE MODELS AND INSTRUMENTS USED IN THE PROJECT, TESTS USED IN VARIOUS PROGRAMS, QUESTIONNAIRES, EVALUATION INSTRUMENTS, AGENDAS AND MATERIALS FOR DISCUSSIONS IN ORIENTATION MEETINGS, AND A VARIETY OF INSTRUCTIONAL MATERIALS FOR HUMAN RELATIONS PROGRAMS AND COURSES IN TRADE AND INDUSTRIAL EDUCATION, FOOD SERVICE OCCUPATIONS AND AUTO MECHANICS PROGRAMS. (MU)

VT 101 032
SCHOENBERGER, R. LAURENCE
PROJECT CAREER EXPLORATION. FINAL REPORT.

WAUKESHA COUNTY TECHNICAL INST., PEWAUKEE, WIS.
WISCONSIN STATE BOARD OF VOCATIONAL, TECHNICAL, AND ADULT EDUCATION, MADISON.; OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - FEB74 90P.

DESCRIPTORS - *CAREER EDUCATION; *PROGRAM DEVELOPMENT; *CAREER OPPORTUNITIES; *OCCUPATIONAL CLUSTERS; SECONDARY GRADES; *EVENING CLASSES; HEALTH OCCUPATIONS; SERVICE OCCUPATIONS
IDENTIFIERS - WISCONSIN

ABSTRACT - PROJECT CAREER EXPLORATION'S OVERALL PURPOSE WAS DESIGNING AND IMPLEMENTING A METHOD OF PROVIDING JUNIORS AND SENIORS IN HIGH SCHOOL WITH CAREER EXPLORATION OPPORTUNITIES RELATIVE TO THE OCCUPATIONAL PROGRAMS OFFERED BY THE WAUKESHA COUNTY TECHNICAL INSTITUTE AND OTHER POSTSECONDARY INSTITUTIONS. COURSES WERE DESIGNED TO PROVIDE KNOWLEDGE OF THE RANGE OF OCCUPATIONS WITHIN A GIVEN CAREER CLUSTER AS WELL AS AN UNDERSTANDING OF THE ENVIRONMENT, JOB OPPORTUNITIES, AND THE TYPES OF SPECIAL SKILLS REQUIRED FOR

SPECIFIC OCCUPATIONS. HEALTH CAREERS AND HOSPITALITY CAREERS WERE SELECTED BY A COMMITTEE OF HIGH SCHOOL REPRESENTATIVES FOR DEVELOPMENT INTO CAREER EXPLORATION COURSES TO BE OFFERED ON A SEMESTER BASIS. THE COURSES, CONSISTING OF LECTURES, FIELD TRIPS, AND GUEST SPEAKERS, WERE TAUGHT IN THE EVENING ONCE A WEEK FOR 2 1/2 HOURS. AMONG RECOMMENDATIONS ARE THE FOLLOWING: (1) DEVELOPMENT OF ADDITIONAL COURSES, (2) DIMINISHED USE OF LECTURES, (3) GREATER USE OF FIELD TRIPS, AND (4) EXPANSION OF THE PROGRAM TO INCLUDE JUNIOR HIGH LEVEL. COURSE OUTLINES ARE APPENDED TO THE REPORT. (KH)

VT 101 048
PERSONALITY DEVELOPMENT.

OHIO STATE UNIV., COLUMBUS. DISTRIBUTIVE EDUCATION MATERIALS LAB.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 30P.

DESCRIPTORS - *ADULT EDUCATION; *PERSONALITY DEVELOPMENT; *TEACHING GUIDES; TEACHING METHODS; *INSTRUCTIONAL MATERIALS; COURSE CONTENT

ABSTRACT - THIS TEACHING GUIDE FOR A COURSE IN PERSONALITY DEVELOPMENT CONTAINS AN OUTLINE OF MATERIAL TO BE COVERED IN SIX SESSIONS. DESIGNED FOR USE IN AN ADULT EDUCATION PROGRAM, THE GUIDE COVERS SUCH AREAS AS PERSONALITY INVENTORIES, EFFECTIVE COMMUNICATION, SUGGESTIONS FOR SPEECH-MAKING, AND ELEMENTS OF HUMAN UNDERSTANDING. DETAILED TEACHING SUGGESTIONS ARE PROVIDED AS WELL AS SAMPLE HANDOUT SHEETS WHICH CORRELATE WITH THE CLASSROOM INSTRUCTION. (KH)

VT 101 050
TOTH, ELIZABETH ANN
MYSTERY OF SELLING TO WOMEN.

OHIO STATE UNIV., COLUMBUS. DISTRIBUTIVE EDUCATION MATERIALS LAB.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 94P.

DESCRIPTORS - *MANUALS; *SALESMANSHIP; INDIVIDUAL STUDY; MOTIVATION TECHNIQUES; COMMUNICATION SKILLS; *INSTRUCTIONAL MATERIALS; *FEMALES; *RETAILING

ABSTRACT - THIS MANUAL OF SALESMANSHIP TECHNIQUES FOR SELLING TO WOMEN PROSPECTS IS CONSTRUCTED TO BE APPLICABLE TO BOTH CLASSROOM TEACHING AND SELF-INSTRUCTION. THE MANY SELF-DEVELOPMENT MATERIALS CONTAINED IN THE GUIDE COULD BE USEFUL TO SUPERVISORS AND EXECUTIVES AS WELL AS TO SALESPEOPLE. THE COURSE OFFERS SUGGESTIONS FOR THE APPLICATION OF MODERN TECHNIQUES OF MOTIVATION, COMMUNICATION, AND HUMAN ENGINEERING TO RETAIL SELLING. RELATED MATERIALS ON SALES METHODS ARE APPENDED ALONG WITH A GLOSSARY OF TERMS AND A BIBLIOGRAPHY. (KH)

VT 101 051
THE NEWSPAPER AS A TEACHING DEVICE.

BOWLING GREEN STATE UNIV., OHIO.; OHIO STATE UNIV., COLUMBUS. DISTRIBUTIVE EDUCATION MATERIALS LAB.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 34P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *NEWSPAPERS; *ACTIVITY UNITS; *MANUALS; SKILL DEVELOPMENT; *TEACHING GUIDES; TEACHING METHODS

ABSTRACT - THE VARIOUS TEACHING METHODS IN THIS MANUAL, WITH THE NEWSPAPER AS THE PRIMARY INSTRUMENT FOR LEARNING, HAVE BEEN LISTED UNDER MAJOR UNITS TAUGHT IN MOST DISTRIBUTIVE EDUCATION PROGRAMS. SUGGESTIONS ARE GIVEN FOR USING A DAILY NEWSPAPER TO TEACH ADVERTISING, BUSINESS COMMUNICATION, PRICING POLICY, DISPLAY, JOB APPLICATION, ECONOMICS AND OTHER SKILLS THAT CAN BE APPLIED TO THE STUDENTS' WORK EXPERIENCES. EACH UNIT INCLUDES A LIST OF OBJECTIVES FOLLOWED BY A TEACHING PLAN CONSISTING OF TOPICS

TO BE COVERED AND THE CORRESPONDING TECHNIQUES FOR INSTRUCTION. (KH)

VT 101 057
URBAN, STANLEY J., ED.; TSUJI, THOMAS, ED.
THE SPECIAL NEEDS STUDENT IN VOCATIONAL EDUCATION: SELECTED READINGS.

MSS INFORMATION CORP., NEW YORK, N.Y.
DOCUMENT NOT AVAILABLE IN VT-ERIC SET.
MSS INFORMATION CORP., 655 MADISON AVE., N.Y., N.Y. 10021 ($7.50)
PUB DATE - JUN74 286P.

DESCRIPTORS - *SPECIAL EDUCATION; *VOCATIONAL EDUCATION; *HANDICAPPED STUDENTS; EDUCABLE MENTALLY HANDICAPPED; PHYSICALLY HANDICAPPED; *DISADVANTAGED YOUTH; EMPLOYMENT POTENTIAL; FEDERAL LAWS; *RESOURCE MATERIALS

ABSTRACT - A BOOK ABOUT "SPECIAL NEEDS" CHILDREN IN VOCATIONAL EDUCATION, THIS VOLUME FOCUSES ON IDEAS AND ISSUES RELATED TO THE GENERAL PROBLEM OF DELIVERING SPECIAL EDUCATIONAL SERVICES; THE ROLE OF LAW IN ASSURING THAT THE SPECIAL NEEDS CHILD RECEIVES VOCATIONAL TRAINING; HANDICAPPED AND DISADVANTAGED CHILDREN IN VOCATIONAL EDUCATION CLASSES; CAREER EDUCATION AND THE CHILD WITH SPECIAL NEEDS; THE IMPORTANCE OF PROPER PERSONNEL IN IMPLEMENTING PROGRAMS; AND THE IMPORTANCE OF UNDERSTANDING SOURCES OF ASSISTANCE. THE BOOK IS AIMED AT THE CURRENT OR POTENTIAL VOCATIONAL EDUCATOR WHO HAS LITTLE BACKGROUND IN THE EDUCATION OF THE HANDICAPPED OR DISADVANTAGED. ARTICLES ARE FROM A WIDE VARIETY OF SOURCES, SOME EMPIRICAL AND OTHERS DESCRIPTIVE. OPPOSING VIEWPOINTS ARE PRESENTED TO SHOW THAT THERE IS NOT NECESSARILY ONE BEST WAY TO PROVIDE FOR SPECIAL STUDENTS. (MF)

VT 101 202
POWERS, THOMAS F., AND OTHERS
DEVELOPMENT OF A VALIDATED INSTRUCTIONAL SYSTEM FOR HOSPITALITY EDUCATION. SECOND ANNUAL REPORT.

PENNSYLVANIA STATE UNIV., UNIVERSITY PARK.
PENNSYLVANIA RESEARCH COORDINATING UNIT FOR VOCATIONAL EDUCATION, HARRISBURG.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 01JUL73 183P.

DESCRIPTORS - *MANAGEMENT GAMES; *INSTRUCTIONAL SYSTEMS; *POST SECONDARY EDUCATION; *FOOD SERVICE OCCUPATIONS; *HOME ECONOMICS EDUCATION; VOCATIONAL EDUCATION; INDIVIDUALIZED INSTRUCTION; ASSOCIATE DEGREES
IDENTIFIERS - HOSPITALITY EDUCATION

ABSTRACT - THIS DOCUMENT REPORTS THE DEVELOPMENT OF THE THIRD IN A SERIES OF SELF-INSTRUCTIONAL MODULES FOR USE IN A SEMINAR PRACTICUM IN FOOD SERVICES OCCUPATIONS. THE THIRD MODULE, FOOD OPERATING SYSTEMS, WAS INTENDED TO SUPPLY THE STUDENT WITH DIVERSE TOOLS NECESSARY TO UNDERTAKE A SET OF NON-COMPUTERIZED MANAGEMENT GAMES INVOLVING THE DESIGN OF A RESTAURANT FROM CONCEPTUALIZATION TO MENU, PHYSICAL LAYOUT DRAWINGS, SCHEDULING, AND PROJECTED STATEMENT OF INCOME AND EXPENSE. THIS MODULE IS APPENDIX A OF THE REPORT. THE SEMINAR PRACTICUM IS PART OF AN ASSOCIATE DEGREE IN HOTEL AND FOOD SERVICE AND RELIES ON COMMUNITY INVOLVEMENT FOR SUPPORT. APPENDIX B INCLUDES FOUR PAPERS PRESENTED AT THE AMERICAN HOME ECONOMICS ASSOCIATION CONVENTION, ONE ON SYSTEMS DESIGN, ONE ON DEVELOPING MODULES, ONE ON IMPLEMENTING THE SYSTEM, AND ONE ON PRELIMINARY VALIDATION ACTIVITIES. A MAIN IMPLICATION OF THE USE OF THESE MODULES IS THE ELIMINATION OF THE NECESSITY FOR A NORMAL LABORATORY FACILITY. (AUTHOR/LJ)

VT 101 206
OCCUPATIONAL, VOCATIONAL, AND TECHNICAL EDUCATION. PHASE II - 7TH GRADE. COURSE OF STUDY. EXPLORATORY EDUCATION.

PITTSBURGH BOARD OF PUBLIC EDUCATION, PA. DEPT. OF CURRICULUM AND INSTRUCTION.
MF AVAILABLE IN VT-ERIC SET.
DIV. OF CURRICULUM, PITTSBURGH BOARD OF PUBLIC EDUCATION, 341 BELLEFIELD AVENUE, PITTSBURGH, PA 15213 ($4.00)
PUB DATE - SEP73 338P.

DESCRIPTORS - *VOCATIONAL DEVELOPMENT; *GRADE 7; *CAREER EDUCATION; *INTEGRATED CURRICULUM; *CURRICULUM GUIDES
IDENTIFIERS - PITTSBURGH PUBLIC SCHOOLS

ABSTRACT - DESIGNED FOR THE CHANGING CURRICULUM IN THE PITTSBURGH PUBLIC SCHOOLS, THIS GUIDE FOR GRADE 7 INTEGRATES MATERIAL ON CAREER ORIENTATION INTO THE CURRICULUMS IN HOME ECONOMICS, BUSINESS EDUCATION, AND INDUSTRIAL ARTS. INSTRUCTIONS TO THE TEACHER STRESS THE GOALS OF DEVELOPING DECISION-MAKING ABILITY AND MARKETABLE OR AVOCATIONAL SKILLS IN THE STUDENTS. LABORATORY SAFETY GUIDELINES ARE GIVEN FOR EACH OF THE THREE CURRICULUMS. IN THE TEACHING GUIDE, A 3-COLUMN FORMAT PROVIDES CONCEPTS, STUDENT LEARNING ACTIVITIES, AND REFERENCES FOR UNITS IN TEXTILES, FOODS, HEALTH CARE, COMMUNICATIONS, MERCHANDISING, DATA PROCESSING, MANUFACTURING, AND TRANSPORTATION. VARIOUS WORK SHEETS, ORGANIZATION CHARTS, AND FORMS USED IN BUSINESS ENTERPRISES ARE INCLUDED FOR SIMULATION USE. (MU)

VT 101 207
OCCUPATIONAL, VOCATIONAL, AND TECHNICAL EDUCATION. PHASE I - 6TH GRADE. COURSE OF STUDY. EXPLORATORY EDUCATION.

PITTSBURGH PUBLIC SCHOOLS, PA.
MF AVAILABLE IN VT-ERIC SET.
DIV. OF CURRICULUM, PITTSBURGH BOARD OF PUBLIC EDUCATION, 341 BELLEFIELD AVENUE, PITTSBURGH, PA 15213 ($4.00)
PUB DATE - SEP73 92P.

DESCRIPTORS - *CURRICULUM GUIDES; *INTEGRATED CURRICULUM; *VOCATIONAL DEVELOPMENT; *CAREER PLANNING; CAREER EDUCATION; TEACHING GUIDES; *GRADE 6
IDENTIFIERS - PITTSBURGH PUBLIC SCHOOLS

ABSTRACT - DESIGNED FOR THE CHANGING CURRICULUM IN THE PITTSBURGH PUBLIC SCHOOLS, THIS COURSE OF STUDY FOR GRADE 6 INTEGRATES MATERIAL ON CAREER ORIENTATION INTO THE REGULAR CURRICULUM. THE FOUR GENERAL CONCEPTS BASIC TO THE WORLD OF WORK WHICH ARE TREATED IN THE GUIDE ARE HUMAN RELATIONS, PRODUCTION, COMMUNICATIONS, AND CONSUMERSHIP. A 3-COLUMN TEACHING GUIDE CONTAINS CONCEPTS TO BE TAUGHT, LEARNING ACTIVITIES SUITABLE AT EACH STEP, AND SUBJECT AREAS WITH WHICH THE CONCEPT CAN BE INTEGRATED. SPECIAL INSTRUCTIONS TO PITTSBURGH TEACHERS PROVIDE HELP IN USING OUTSIDE SPEAKERS AND IN ORDERING VISUAL AIDS. (MU)

VT 101 208
MCADAMS, LAURA E.; WOHLGENANT, JOANE
GUIDELINES FOR CLOTHING EDUCATION.

WASHINGTON STATE COORDINATING COUNCIL FOR OCCUPATIONAL EDUCATION, OLYMPIA.
MF AVAILABLE IN VT-ERIC SET.
H.E. BUL-34
PUB DATE - ND 38OP.

DESCRIPTORS - *TEXTILES INSTRUCTION; *CLOTHING INSTRUCTION; *CLOTHING; *HOME ECONOMICS EDUCATION; *CURRICULUM GUIDES; CONCEPT TEACHING; SECONDARY EDUCATION

ABSTRACT - THIS CURRICULUM GUIDE IS DESIGNED AROUND THE CONCEPTS OF CULTURAL, SOCIAL, PSYCHOLOGICAL, AND ECONOMIC SIGNIFICANCE OF TEXTILES AND CLOTHING. COURSE CONTENT IS GIVEN IN THREE SECTIONS: (1) SIGNIFICANCE OF TEXTILES AND CLOTHING TO THE INDIVIDUAL IN SOCIETY, (2) ACQUISITION AND USE OF TEXTILES AND CLOTHING, AND (3) CLOTHING CONSTRUCTION. TEACHING

PLANS FOR SECONDARY SCHOOL CLASSES ARE SUGGESTED USING THE CONCEPTS IN WAYS APPROPRIATE FOR BEGINNING, INTERMEDIATE, AND ADVANCED STUDENTS. A 3-COLUMN TEACHING GUIDE OF GENERALIZATIONS, LEARNING EXPERIENCES, AND RESOURCES INCLUDES DIRECTIONS FOR USING THE GUIDE. AN EXTENSIVE APPENDIX CONTAINS A SET OF CRITERIA FOR TEACHING PROCEDURES, SUGGESTIONS FOR INDIVIDUALIZED STUDY, AND RESOURCES. (MU)

VT 101 210
MENSCH, JOHN A.
OCCUPATIONAL WORK ADJUSTMENT PROGRAM. COURSE OF STUDY.

TALLMADGE HIGH SCHOOL, KENT, OHIO.
OHIO STATE DEPT. OF EDUCATION, COLUMBUS. DIV. OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
DISTRIBUTIVE EDUCATION MATERIALS LAB., OHIO STATE UNIV., 1885 NEIL AVENUE, 115 TOWNSHEND HALL, COLUMBUS, OHIO 43210
PUB DATE - ND 100P.

DESCRIPTORS - *CURRICULUM GUIDES; PROGRAM GUIDES; *UNITS OF STUDY (SUBJECT FIELDS); *INSTRUCTOR COORDINATORS; *WORK STUDY PROGRAMS; CLASSROOM MATERIALS; *TEACHING MODELS

ABSTRACT - DEVELOPED AS A WORKING MODEL FOR USE BY OCCUPATIONAL WORK ADJUSTMENT TEACHER-COORDINATORS, THIS COURSE OF STUDY CONTAINS CURRICULUM MATERIALS WHICH CAN BE VARIED TO MEET THE NEEDS OF THE CLASS. BEGINNING WITH A GENERAL DESCRIPTION OF THE PROGRAM FOR 14 AND 15 YEAR OLDS WHO ARE ALIENATED FROM FORMAL SCHOOLING, THE GUIDE OFFERS SAMPLE DAILY SCHEDULES FOLLOWED BY 22 DETAILED UNIT LESSON PLANS, EACH DEALING WITH EMPLOYMENT-RELATED SUBJECTS. OTHER FORMS APPLY TO THE STUDENTS' PART-TIME WORK EXPERIENCE AND INCLUDE SAMPLES OF EMPLOYER RATING SHEETS, DAILY LOGS, AND LISTS OF WORK STATIONS. (KH)

VT 101 211
STUDENT INTERESTS. OCCUPATIONAL WORK ADJUSTMENT.

OHIO STATE DEPT. OF EDUCATION, COLUMBUS. DIV. OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
DISTRIBUTIVE EDUCATION MATERIALS LAB., OHIO STATE UNIV., 1885 NEIL AVENUE, 115 TOWNSHEND HALL, COLUMBUS, OHIO 43210.
PUB DATE - ND 144P.

DESCRIPTORS - *TEACHING GUIDES; *WORK STUDY PROGRAMS; INSTRUCTOR COORDINATORS; LESSON PLANS; *INSTRUCTIONAL MATERIALS; *UNITS OF STUDY (SUBJECT FIELDS); UNIT PLAN; *STUDENT INTERESTS

ABSTRACT - THIS TEACHING GUIDE FOR DEVELOPING STUDENT INTERESTS AND SKILLS, CONTAINS SEVEN UNITS OF INSTRUCTION FOR CLASSROOM USE BY OCCUPATIONAL WORK ADJUSTMENT TEACHERS. EACH UNIT PROVIDES A SET OF OBJECTIVES, REFERENCE LISTS, AND PRE- AND POST- TESTS FOR EVALUATION AS WELL AS THE LESSON PLAN FOR TEACHING. MASTERS OF ALL TRANSPARENCIES AND WORKSHEETS ARE ALSO INCLUDED. THE UNITS, DESIGNED TO PROVIDE OPPORTUNITIES FOR INTEGRATION WITH ACADEMIC ACTIVITIES, COVER THE FOLLOWING TOPICS: (1) USING THE TELEPHONE, (2) USING ROAD MAPS, (3) UNDERSTANDING FOOTBALL, (4) ORNAMENTAL HORTICULTURE, (5) BOWLING, (6) HOME EMERGENCIES, AND (7) CAMPING. (KH)

VT 101 214
OCCUPATIONAL WORK ADJUSTMENT. CURRICULUM OUTLINE.

OHIO STATE UNIV., COLUMBUS. DISTRIBUTIVE EDUCATION MATERIALS LAB.
MF AVAILABLE IN VT-ERIC SET.
DISTRIBUTIVE EDUCATION MATERIALS LAB., OHIO STATE UNIV., 1885 NEIL AVENUE, 115 TOWNSHEND HALL, COLUMBUS, OHIO 43210.
PUB DATE - ND 537P.

DESCRIPTORS - *CURRICULUM GUIDES; INSTRUCTOR COORDINATORS; *TEACHING

GUIDES; LESSON PLANS; *INSTRUCTIONAL MATERIALS; *LEARNING ACTIVITIES; *VOCATIONAL ADJUSTMENT

ABSTRACT - THIS CURRICULUM OUTLINE FOR OCCUPATIONAL WORK ADJUSTMENT TEACHER-COORDINATORS PROVIDES AN ASSORTMENT OF LESSON PLANS AND INSTRUCTIONAL MATERIALS DEALING WITH VOCATIONALLY ORIENTED TOPICS. EMPHASIS IS PLACED ON MAINTAINING A NON-THREATENING ACADEMIC ATMOSPHERE AND PROVIDING PERTINENT INFORMATION GEARED TO THE STUDENT'S CURRENT ABILITY LEVEL. THE GUIDE CONTAINS DIAGNOSTIC ACTIVITIES AND SUGGESTIONS FOR IMPROVING ACADEMIC SKILLS AS WELL AS BASIC PRE-EMPLOYMENT INFORMATION. LESSON PLANS REFER TO GAMES, SAMPLE TRANSPARENCIES, WORKSHEETS, AND CHARTS EASILY LOCATED IN THE MANUAL. (KH)

VT 101 216
OCCUPATIONAL WORK ADJUSTMENT. CONSUMER ECONOMICS.

OHIO STATE UNIV., COLUMBUS. DISTRIBUTIVE EDUCATION MATERIALS LAB.
MF AVAILABLE IN VT-ERIC SET.
DISTRIBUTIVE EDUCATION MATERIALS LAB., OHIO STATE UNIV., 1885 NEIL AVENUE, 115 TOWNSHEND HALL, COLUMBUS, OHIO 43210.
PUB DATE - ND 47P.

DESCRIPTORS - *TEACHING GUIDES; INSTRUCTOR COORDINATORS; LESSON PLANS; *INSTRUCTIONAL MATERIALS; UNITS OF STUDY (SUBJECT FIELDS); *UNIT PLAN; *MONEY MANAGEMENT; *VOCATIONAL ADJUSTMENT

ABSTRACT - DESIGNED FOR USE BY OCCUPATIONAL WORK ADJUSTMENT TEACHERS, THIS TEACHING GUIDE CONTAINS UNITS OF INSTRUCTION ON THE FOLLOWING AREAS OF CONSUMER ECONOMICS: (1) PLANNING A BUDGET, (2) BUYING A CAR, AND (3) SHOPPING FOR AUTOMOBILE INSURANCE. EACH UNIT PROVIDES A SET OF BEHAVIORAL OBJECTIVES, PREPARATION INSTRUCTIONS, REFERENCE LISTS AND PRE- AND POSTTESTS AS WELL AS THE LESSON PLAN FOR TEACHING. MASTERS OF ALL TRANSPARENCIES AND OTHER VISUAL AIDS NEEDED ARE INCLUDED. (KH)

VT 101 217
OCCUPATIONAL WORK ADJUSTMENT. VOCATIONAL ORIENTATION.

BOWLING GREEN STATE UNIV., OHIO.
MF AVAILABLE IN VT-ERIC SET.
DISTRIBUTIVE EDUCATION MATERIALS LAB., OHIO STATE UNIV., 1885 NEIL AVENUE, 115 TOWNSHEND HALL, COLUMBUS, OHIO 43210.
PUB DATE - ND 164P.

DESCRIPTORS - *GOAL ORIENTATION; *INSTRUCTIONAL MATERIALS; CAREER EDUCATION; CURRICULUM GUIDES; LESSON PLANS; *TEACHING GUIDES; *UNIT PLAN; *VOCATIONAL ADJUSTMENT

ABSTRACT - THIS CURRICULUM GUIDE IS A SERIES OF SELF-CONTAINED READY-TO-TEACH UNITS ON VOCATIONAL ORIENTATION FOR CLASSROOM USE BY OCCUPATIONAL WORK ADJUSTMENT TEACHER-COORDINATORS. EACH UNIT TEACHING PLAN IS PRECEDED BY AN INTRODUCTION CONTAINING BASIC BEHAVIORAL OBJECTIVES, REFERENCE LISTS, AND METHODS OF EVALUATION. THE LESSON PLAN OF SUGGESTED CONTENT AND METHODOLOGY REFERS TO SAMPLE HANDOUTS, PRE- AND POSTTESTS, TRANSPARENCY MASTERS AND SOURCES OF ADDITIONAL INFORMATION CONCERNING THE UNIT, ALL OF WHICH ARE INCLUDED IN THE GUIDE. GOOD GROOMING, CAREER EXPLORATION, PRE-EMPLOYMENT ACTIVITIES, AND JOB SAFETY ARE SOME OF THE TOPICAL AREAS COVERED BY THE UNITS. (KH)

VT 101 228
SWANKE, FLORENZ, AND OTHERS
HOME ECONOMICS. TEXTILES AND CLOTHING. COURSE CURRICULUM.

GRAND FORKS PUBLIC SCHOOLS, N. DAK.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 54P.

DESCRIPTORS - *CURRICULUM GUIDES; *TEXTILES INSTRUCTION; *CLOTHING INSTRUCTION; *HOME ECONOMICS EDUCATION; COURSE CONTENT; AUDIOVISUAL AIDS

IDENTIFIERS - GRAND FORKS (NORTH DAKOTA) PUBLIC SCHOOLS

ABSTRACT - THIS CURRICULUM GUIDE PROVIDES AN OUTLINE OF THE SUBSTANTIVE ASPECTS OF THE TEXTILE AND CLOTHING CURRICULUM FOR THE GRAND FORKS (NORTH DAKOTA) PUBLIC SCHOOLS. INCLUDED ARE COURSE OUTLINES WHICH COVER FOUR LEVELS - BEGINNING, INTERMEDIATE, ADVANCED, AND SPECIAL INTEREST GROUPS. FOLLOWING A SUBSTANTIVE OUTLINE FOR EACH LEVEL IS AN ADDITIONAL OUTLINE WITH SPECIFIC GOALS AND SUGGESTED LEARNING EXPERIENCES TO ACCOMPANY EACH SUBDIVISION. EXCEPT FOR LEVEL B (INTERMEDIATE), EACH LEVEL INCLUDES A UNIT TO STUDY THE RELATIONSHIP OF TEXTILES AND CLOTHING TO THE ECOLOGY. A BIBLIOGRAPHY AND LISTS OF FILMS AND FILMSTRIPS, PAMPHLETS, AND PERIODICALS ARE APPENDED. (LJ)

VT 101 231
OCCUPATIONAL, VOCATIONAL, AND TECHNICAL EDUCATION. PHASE III - 8TH GRADE. COURSE OF STUDY. EXPLORATORY EDUCATION.

PITTSBURGH BOARD OF PUBLIC EDUCATION, PA. DEPT. OF CURRICULUM AND INSTRUCTION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - OCT73 593P.

DESCRIPTORS - *CURRICULUM GUIDES; *GRADE 8; *VOCATIONAL EDUCATION; *INDUSTRIAL ARTS; *HOME ECONOMICS; BUSINESS EDUCATION
IDENTIFIERS - PITTSBURGH; PENNSYLVANIA

ABSTRACT - THIS CURRICULUM GUIDE OUTLINES LEARNING PATTERNS WHICH MAY BE ADAPTED OR ADOPTED BY THE CREATIVE TEACHER IN OCCUPATIONAL EDUCATION. EMPHASIS IS PLACED ON PROCESSES BASIC TO SPECIFIC JOB ACTIVITIES FOUND WITHIN THE AREAS OF BUSINESS EDUCATION, HOME ECONOMICS, AND INDUSTRIAL ARTS. STUDENTS ARE ABLE TO ASSOCIATE, INTEGRATE AND CATALOG THESE BASIC PROCESSES WITH SPECIFIC JOB ROLES OR CAREERS RANGING FROM ENTRY LEVEL JOBS TO ADMINISTRATIVE POSITIONS. THE EDUCATIONAL GOAL OF THE EXPERIENCES IS THE ADAPTION OF THIS KNOWLEDGE TO FUTURE DECISION-MAKIN PROCESSES BY THE STUDENTS. FOR EAC UNIT GENERAL OBJECTIVES, SPECIFIC OBJECTIVES, PROCESSES, CAREERS, DEVELOPING CORE, STUDENT LEARNING ACTIVITIES AND REFERENCES ARE GIVEN. UNITS COVERED INCLUDE: BUSINESS COMMUNICATIONS, INFORMATION PROCESSING, MERCHANDISING, CLOTHING AND TEXTILES, FOODS AND NUTRITION, HOME, HEALTH AND COMMUNITY SERVICE, CONSTRUCTION, MANUFACTURING, POWER AND TRANSPORTATION, AND VISUAL COMMUNICATIONS. (AUTHOR/KB)

VT 101 238
RESOURCE MATERIALS FOR HOME ECONOMICS EDUCATION IN PENNSYLVANIA SCHOOLS. HUMAN DEVELOPMENT AND THE FAMILY. BOOK 2.

PENNSYLVANIA STATE UNIV., UNIVERSITY PARK.; MARYWOOD COLL., PA.; MANSFIELD STATE COLL., PA. PENNSYLVANIA STATE DEPT. OF EDUCATION, HARRISBURG. BUREAU OF VOCATIONAL, TECHNICAL, AND CONTINUING EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 74 64P.

DESCRIPTORS - *RESOURCE GUIDES; *HOME ECONOMICS EDUCATION; RESOURCE MATERIALS; *HUMAN DEVELOPMENT; *FAMILY RELATIONSHIP; COMPREHENSIVE PROGRAMS

ABSTRACT - THIS BOOKLET DEALS WITH CURRICULUM RESOURCE MATERIALS FOR THE STUDY OF HUMAN DEVELOPMENT AND THE FAMILY, A BRANCH OF HOME ECONOMICS EDUCATION. THE MATERIALS ARE DESIGNED FOR A COMPREHENSIVE PROGRAM OF INSTRUCTION FROM KINDERGARTEN THROUGH ADULT EDUCATION AND COVERS THREE BASIC CONCEPTS: (1) SELF, (2) FAMILY, AND (3) COMMUNITY. MORE SPECIFIC CONCEPTS ARE PROVIDED FOR EACH LEVEL AS WELL AS SUGGESTED OBJECTIVES, SUPPORTIVE LEARNING ACTIVITIES, SAMPLE PUPIL EXPERIENCES AND EVALUATION DEVICES. AN ANNOTATED BIBLIOGRAPHY LISTS AUDIOVISUAL AIDS, PRINTED MATERIAL

AND AGENCIES WHICH MAY BE HELPFUL IN PROVIDING INFORMATION ABOUT HUMAN DEVELOPMENT. (KH)

VT 101 250
COOK, IVA DEAN
OCCUPATIONAL NOTEBOOK PROGRAM. STUDENT OCCUPATIONAL NOTEBOOK.

WEST VIRGINIA UNIV., NITRO. KANAWHA VALLEY GRADUATE CENTER.
MF AVAILABLE IN VT-ERIC SET.
RESEARCH PRESS CO., P.O. BOX 3177, COUNTRY FAIR STATION, CHAMPAIGN, IL 61820
PUB DATE - 72 47P.

DESCRIPTORS - *TRAINABLE MENTALLY HANDICAPPED; *WORK ATTITUDES; *WORKBOOKS; JOB SKILLS; *EMPLOYEE RESPONSIBILITY

ABSTRACT - THIS STUDENT NOTEBOOK, PART OF AN OCCUPATIONAL ORIENTATION PROGRAM FOR THE EDUCABLE MENTALLY RETARDED, IS DESIGNED TO GUIDE STUDENTS THROUGH A SERIES OF EXERCISES PLANNED TO GIVE THEM THE PRACTICAL SKILLS AND BASIC KNOWLEDGE REQUIRED FOR EMPLOYMENT. OPPORTUNITY IS PROVIDED FOR EXPOSURE TO THE FOLLOWING: (1) FILLING OUT APPLICATION FORMS, (2) PREPARING FOR AN INTERVIEW, (3) GETTING TO WORK ON TIME, (4) USING THE TELEPHONE, (5) PERSONAL GROOMING TIPS, AND (6) DEVELOPING A WORKABLE JOB VOCABULARY. IT IS SUGGESTED THAT THE STUDENTS COMPLETE SPECIFIC ENTRIES ON PRACTICE SHEETS FIRST SO THAT THE NOTEBOOK MAY SERVE AS A PERMANENT REFERENCE TOOL. (KH)

VT 101 264
DEVELOPING CAREER EDUCATION. GRADES 7-12 INSTRUCTIONAL UNITS.

MILFORD PUBLIC SCHOOLS, NEBR.
NEBRASKA STATE DEPT. OF EDUCATION, LINCOLN. DIV. OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 237P.

DESCRIPTORS - *CAREER EDUCATION; *TEACHER DEVELOPED MATERIALS; *CURRICULUM GUIDES; OCCUPATIONAL INFORMATION; VOCATIONAL DEVELOPMENT; *SECONDARY GRADES; INSTRUCTIONAL PROGRAMS; *TEACHING PROCEDURES
IDENTIFIERS - MILFORD PUBLIC SCHOOLS

ABSTRACT - THIS BOOKLET CONTAINS A SET OF INSTRUCTIONAL UNITS FOR DEVELOPING CAREER AWARENESS IN GRADES 7-12. EACH UNIT SPECIFIES GRADE LEVEL, UNIT TITLE, OBJECTIVES, ACTIVITIES, RESOURCES, EVALUATION AND RELATED ACTIVITIES. A SAMPLING OF TOPICS INCLUDE: PLOT DEVELOPMENT, ART OF STORYTELLING, BUILDING AMERICA, CHARACTER STUDY, COMMUNICATION SKILLS IN THE TELEVISION INDUSTRY, ENVIRONMENTAL AWARENESS AND POLLUTION, CONSERVATION CLUSTER, SKIN CARE AND PROBLEMS, COSMOTOLOGY LAWS AND REQUIREMENTS, CONSUMER ECONOMICS, BUSINESS FORMS, EXPLORATORY BUSINESS, AND CLOTHING AND TEXTILES. (KB)

VT 101 265
DEVELOPING CAREER EDUCATION. GRADES K-2 INSTRUCTIONAL UNITS.

MILFORD PUBLIC SCHOOLS, NEBR.
NEBRASKA STATE DEPT. OF EDUCATION, LINCOLN. DIV. OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 410P.

DESCRIPTORS - *CAREER EDUCATION; *TEACHER DEVELOPED MATERIALS; *CURRICULUM GUIDES; OCCUPATIONAL INFORMATION; VOCATIONAL DEVELOPMENT; INSTRUCTIONAL PROGRAMS; *TEACHING PROCEDURES; *PRIMARY EDUCATION
IDENTIFIERS - MILFORD PUBLIC SCHOOLS

ABSTRACT - THIS BOOKLET CONTAINS A SET OF INSTRUCTIONAL UNITS FOR DEVELOPING CAREER AWARENESS IN GRADES K-2. EACH UNIT SPECIFIES GRADE LEVEL, UNIT TITLE, OBJECTIVES, ACTIVITIES, RESOURCES, EVALUATION AND RELATED ACTIVITIES. A SAMPLING OF TOPICS INCLUDE: KNOWING MYSELF, HOME AND FAMILY, MY SCHOOL, SCHOOL WORKERS, BAKERS, BARBERS AND BEAUTICIANS, HOUSEKEEPING, FOOD AND BEVERAGE PREPARATION AND SERVICE, DOMESTIC ANIMAL CARE, POSTMAN, LIFEGUARD, TRANSPORTATION, CLOTHING OCCUPATIONS, PUBLIC SERVICES, AND BUSINESS AND OFFICE. (KB)

VT 101 267
DEVELOPING CAREER EDUCATION. GRADES 3-6 INSTRUCTIONAL UNITS.

MILFORD PUBLIC SCHOOLS, NEBR.
NEBRASKA STATE DEPT. OF EDUCATION, LINCOLN. DIV. OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 408P.

DESCRIPTORS - *CAREER EDUCATION; *CURRICULUM GUIDES; OCCUPATIONAL INFORMATION; VOCATIONAL DEVELOPMENT; *ELEMENTARY GRADES; INSTRUCTIONAL PROGRAM; *TEACHING PROCEDURES
IDENTIFIERS - MILFORD PUBLIC SCHOOLS

ABSTRACT - THIS BOOKLET CONTAINS A SET OF INSTRUCTIONAL UNITS, FOR GRADES 3-6, FOR DEVELOPING CAREER AWARENESS. EACH UNIT SPECIFIES GRADE LEVEL UNIT TITLE, OBJECTIVES, ACTIVITIES, RESOURCES, EVALUATION AND RELATED ACTIVITIES. A SAMPLING OF TOPICS INCLUDE: TELEPHONE, AIR TRAVEL, TELEGRAPH, SOIL CONSERVATION, DISEASE PREVENTION, MARINE BIOLOGY, AGRICULTURE, ENVIRONMENTAL PLANNING, THEATRE OCCUPATIONS, AGRI-BUSINESS, MARKETING AND DISTRIBUTION, MANUFACTURING AND FORESTRY. (KB)

VT 101 271
HARRISON, GRACE F.; SHAY, ALYCE W.
OCCUPATIONAL HOME ECONOMICS CURRICULUM GUIDE IN HUMAN SERVICES.

CONNECTICUT STATE DEPT. OF EDUCATION, HARTFORD. DIV. OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 195P.

DESCRIPTORS - *CURRICULUM GUIDES; *OCCUPATIONAL HOME ECONOMICS; *CHILD CARE OCCUPATIONS; *HUMAN SERVICES; GRADE 11; GRADE 12; VOCATIONAL EDUCATION
IDENTIFIERS - CONNECTICUT STATE DEPARTMENT OF EDUCATION

ABSTRACT - THIS CURRICULUM GUIDE IS AN EFFORT TO HELP TEACHERS PLAN AND IMPLEMENT A COURSE IN HUMAN SERVICES. THE PROGRAM IS DESIGNED FOR STUDENTS IN GRADES 11 AND 12 WHO TERMINATE THEIR EDUCATION AFTER COMPLETION OF HIGH SCHOOL. THE COURSE PREPARES STUDENTS FOR ENTRY LEVEL SKILLS AS CHILD CARE AIDES, GERIATRICS AIDES OR CONVALESCENT AIDES. THE SECTIONS ARE ORGANIZED AS FOLLOWS: OVERALL TOPICS, EMPHASES, SPECIFIC OBJECTIVES, LEARNING EXPERIENCES, EVALUATION TECHNIQUES, AND RESOURCE MATERIALS. THERE ARE SEVERAL SUGGESTED LEARNING EXPERIENCES UNDER EACH GENERAL OBJECTIVE. (KB)

VT 101 272
TRANSPARENCY ORIGINALS II.

OHIO STATE UNIV., COLUMBUS. DISTRIBUTIVE EDUCATION MATERIALS LAB.
MF AVAILABLE IN VT-ERIC SET.
DISTRIBUTIVE EDUCATION MATERIALS LAB., OHIO STATE UNIV., 1885 NEIL AVENUE, 115 TOWNSHEND HALL, COLUMBUS, OHIO 43210
PUB DATE - ND 50P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *TRANSPARENCIES; *VISUAL AIDS; *BUSINESS; BUDGETING; PURCHASING

ABSTRACT - THIS BOOKLET CONTAINS A SET OF TRANSPARENCY MASTERS ON BUSINESS. TOPICS COVERED INCLUDE: BUSINESS ORGANIZATION, BUSINESS LOCATION, PERSONAL BUDGETING, AND FUNDAMENTALS OF BUYING. REFERENCES ARE PROVIDED FOR THE TOPIC PERSONAL BUDGETING. (KB)

VT 101 274
GUARINO, SAM
TELE-TECHNIQUES MEAN BUSINESS.

CLEVELAND HEIGHTS HIGH SCHOOL, OHIO.
MF AVAILABLE IN VT-ERIC SET.

DISTRIBUTIVE EDUCATION MATERIALS
LAB., OHIO STATE UNIV., 1885 NEIL
AVENUE, 115 TOWNSHEND HALL,
COLUMBUS, OHIO 43210
PUB DATE - AUG70 76P.

DESCRIPTORS - *DISTRIBUTIVE EDUCATION; *CURRICULUM GUIDES; *TELEPHONE INSTRUCTION; TEACHING METHODS; INSTRUCTIONAL MEDIA

ABSTRACT - THIS MANUAL HAS BEEN WRITTEN TO HELP THE STUDENT ACQUIRE THE PROPER TELEPHONE TECHNIQUES. THE MANUAL WAS DEVELOPED: (1) TO TEACH A BUSINESS-LIKE MANNER OF HANDLING TELEPHONE CALLS, (2) TO UNDERSTAND THE FACTORS DESIRABLE FOR PROPER TELEPHONE PERSONALITY, (3) TO MAKE THE STUDENT MORE KNOWLEDGEABLE OF THE TACTFUL TECHNIQUES EMPLOYED IN TELEPHONE SELLING, AND (4) TO PROVIDE A COMPREHENSIVE IDENTIFICATION OF OTHER TELEPHONE RESOURCES. TOPICS COVERED INCLUDE: ABOUT THE TELEPHONE, TELEPHONE PERSONALITY, TELEPHONE CALLS, TELEPHONE SALES, AND TELEPHONE RESOURCES. EACH UNIT HAS AIMS AND OBJECTIVES STATED, A LIST OF MATERIALS NEEDED BY THE INSTRUCTOR, SUGGESTED CONTENT, AND TEACHING SUGGESTIONS. AIDS AND ACTIVITIES, AND HANDOUT SHEETS ARE APPENDED. (KB)

VT 101 278
HAWLEY, DEAN A.
SERVING WINE. A TRAINING MANUAL.

MUSKINGUM AREA JOINT VOCATIONAL
SCHOOL DISTRICT, OHIO.
MF AVAILABLE IN VT-ERIC SET.
DISTRIBUTIVE EDUCATION MATERIALS
LAB., OHIO STATE UNIV., 1885 NEIL
AVENUE, 115 TOWNSHEND HALL,
COLUMBUS, OHIO 43210
PUB DATE - ND 55P.

DESCRIPTORS - *CURRICULUM GUIDES; *DISTRIBUTIVE EDUCATION; *ALCOHOLIC BEVERAGES; *FOOD SERVICE WORKERS; *SALESMANSHIP; MARKETING

ABSTRACT - THIS TRAINING MANUAL WAS DEVELOPED: (1) TO POINT OUT WHY FOOD SERVICE PERSONNEL SHOULD KNOW ABOUT WINE AND WINE SALES, (2) TO GIVE FOOD SERVICE PERSONNEL SUFFICIENT BACKGROUND KNOWLEDGE TO MAKE WINE PROFITABLE, (3) TO DEMONSTRATE PROPER SERVING METHODS, (4) TO DEMONSTRATE HOW, WHEN AND WHAT WINE TO SELL, AND (5) TO REVEAL THE VALUE IN SELLING WINES. THE COURSE GOES INTO DEPTH IN SOME AREAS. A SAMPLING OF TOPICS COVERED INCLUDE: WHAT IS WINE, WHY PROMOTE SALE OF WINE, THREE BASIC GROUPS OF WINES-THEIR USES AND TYPES, INCREASING WINE SALES, GLASSWARE, RESTAURANT PROGRAM-TO HELP SELL WINES, AND SIMPLE RULES FOR SERVING WINES. SUGGESTIONS FOR TEACHING ARE PRESENTED FOR EACH TOPIC. A QUIZ, A WINE STUDY COURSE, AND INSERTS ARE APPENDED. (KB)

VT 101 283
A CAREER EDUCATION CURRICULAR MODEL FOR JUNIOR HIGH SCHOOL STUDENTS AND FINAL REPORT.

CAESAR RODNEY SCHOOL DISTRICT,
CAMDEN, DEL.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 237P.

DESCRIPTORS - *CURRICULUM GUIDES; *CAREER EDUCATION; *GRADE 7; *GRADE 8; *OCCUPATIONAL INFORMATION
IDENTIFIERS - CAESAR RODNEY JUNIOR HIGH SCHOOL

ABSTRACT - THIS CAREER EDUCATION CURRICULAR GUIDE WAS DEVELOPED TO GIVE EACH TEACHER SUGGESTIONS AS TO HOW ONE MAY PROVIDE EXPOSURE OF CAREER INFORMATION TO STUDENTS. THE INFORMATION IN THE BOOKLET MAY BE USED VERBATIM, OR IT MAY BE USED AS A REFERENCE FOR ADAPTING ONE'S OWN IDEAS FOR TEACHING ABOUT THE WORLD OF WORK. THIS TOTALLY INTEGRATED CURRICULUM CUTS ACROSS ALL OF THE STUDENT'S EDUCATIONAL EXPERIENCES AND RUNS THROUGH THE ENTIRE JUNIOR HIGH SCHOOL CURRICULUM, GRADES 7 AND 8, PROVIDING ALL STUDENTS THE OPPORTUNITY TO STUDY ALL OCCUPATIONAL CLUSTERS. THROUGH FIELD TRIPS, HANDS-ON APPROACHES, CLASSROOM EXPLORATION AND RESEARCH, STUDENTS ARE PROVIDED THE OPPORTUNITY TO EXAMINE MORE CLOSELY THOSE CLUSTERS THAT HAVE THE

GREATEST PERSONAL APPEAL. THE FOLLOWING CURRICULAR AREAS ARE COVERED: ART, ENGLISH, HEALTH AND PHYSICAL EDUCATION, HOME ECONOMICS, INDUSTRIAL ARTS, MATHEMATICS, MUSIC, SCIENCE, SOCIAL STUDIES, AND SPECIAL EDUCATION. IT IS RECOMMENDED THAT CAREER INSTRUCTION BE INTEGRATED INTO EACH OF THE ABOVE AREAS FOR A MINIMUM OF SEVEN CLASS HOURS PER SECTION AT VARIOUS INTERVALS THROUGHOUT THE YEAR. FOR EACH AREA THE GENERAL PURPOSE, PUPIL OBJECTIVES, TECHNIQUES, MATERIALS, EVALUATION, AND A UNIT REFERENCE ARE PROVIDED. A LIST OF RELATED OCCUPATIONS, AN OUTLINE FOR SPEAKERS, INSTRUCTIONAL AIDS, AND A LIST OF SUGGESTED FIELD TRIPS ARE APPENDED. A FINAL REPORT ON THE CAREER EDUCATION CURRICULAR MODEL IS ALSO APPENDED. (KB)

VT 101 290
BENSON, ANN
CHILD DEVELOPMENT. IN-DEPTH CURRICULUM.

OKLAHOMA STATE DEPT. OF VOCATIONAL AND TECHNICAL EDUCATION, STILLWATER. CURRICULUM AND INSTRUCTIONAL MATERIALS CENTER.
OKLAHOMA STATE BOARD FOR VOCATIONAL EDUCATION, STILLWATER. DIV. OF TECHNICAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
OKLAHOMA STATE DEPT. OF VOCATIONAL AND TECHNICAL EDUCATION, CURRICULUM AND INSTRUCTIONAL MATERIALS CENTER, 1515 W. SIXTH AVENUE, STILLWATER, OK 74074 ($10.00)
PUB DATE - 74 537P.

DESCRIPTORS - *CURRICULUM GUIDES; *CHILD DEVELOPMENT; *HOME ECONOMICS EDUCATION; HOMEMAKING EDUCATION; *CHILD CARE; CHILD DEVELOPMENT; PLAY
IDENTIFIERS - OKLAHOMA

ABSTRACT - THIS PUBLICATION IS DESIGNED TO PROVIDE INSTRUCTION IN HOME ECONOMICS CHILD DEVELOPMENT EDUCATION AT THE ELEVENTH AND TWELFTH GRADE LEVELS. IT INCLUDES BASIC KNOWLEDGES AND SKILLS IN THE AREAS OF PARENT EDUCATION, DEVELOPMENTAL CHILD CARE, CHILDREN'S ACTIVITIES, HEALTH OF THE CHILD, AND EMPLOYMENT OPPORTUNITIES IN CHILD CARE OCCUPATIONS. THESE BUILD UPON THE BASIC CHILD DEVELOPMENT MATERIALS INCLUDED IN HOME ECONOMICS I AND HOME ECONOMICS II CURRICULUMS. HOME ECONOMICS CHILD DEVELOPMENT CURRICULUM INCLUDES SIX AREAS. EACH AREA CONSISTS OF ONE OR MORE UNITS OF INSTRUCTION. EACH INSTRUCTIONAL UNIT INCLUDES BEHAVIORAL OBJECTIVES, SUGGESTED ACTIVITIES FOR TEACHER AND STUDENTS, INFORMATION SHEETS, ASSIGNMENT SHEETS, JOB SHEETS, VISUAL AIDS, TESTS, AND ANSWERS TO THE TEST. UNITS ARE PLANNED FOR MORE THAN ONE LESSON OR CLASS PERIOD OF INSTRUCTION. (AUTHOR/KB)

VT 101 291
LEMONDS, CHERRY; MOSS, PAM
CHOOSING A JOB...INFORMATION ABOUT DEAF PEOPLE AND THEIR JOBS.

SOUTHERN REGIONAL MEDIA CENTER FOR THE DEAF, KNOXVILLE, TENN.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - JUN74 78P.

DESCRIPTORS - *OCCUPATIONAL INFORMATION; CAREERS; *DEAF; REHABILITATION; SPECIAL EDUCATION; *DEAF EDUCATION

ABSTRACT - THIS BOOKLET INTRODUCES NEW AND UNIQUE JOBS THAT DEAF PEOPLE ARE ENTERING. THE JOB WRITE-UPS FEATURED IN THIS BOOKLET WERE SELECTED FROM THIRTEEN STATES IN THE SOUTH. EACH JOB WRITE-UP CONSISTS OF INFORMATION AND PICTURES OF DIFFERENT DEAF PEOPLE WHO REPRESENT A VARIED AND FAIRLY COMPREHENSIVE PICTURE OF JOB OPPORTUNITIES FOR DEAF STUDENTS. PERSONAL INFORMATION ON INDIVIDUALS IS PROVIDED. THIS BOOKLET WAS DEVISED FOR THE STUDENT'S OWN USE WITH THE INTENT THAT STUDENTS WILL BE MOTIVATED TO BRANCH OUT FROM TRADITIONAL JOB STEREOTYPES. JOB DESCRIPTIONS ARE BRIEF AND TAKE INTO ACCOUNT THE AVERAGE READING LEVEL OF DEAF STUDENTS. A LIST OF CAREER PROGRAMS FOR DEAF STUDENTS IS APPENDED. (KB)

VT 101 403
ECONOMIC CONCEPTS. OCCUPATIONAL
WORK ADJUSTMENT.

OHIO STATE UNIV., COLUMBUS.
DISTRIBUTIVE EDUCATION MATERIALS
LAB.
MF AVAILABLE IN VT-ERIC SET.
DISTRIBUTIVE EDUCATION MATERIALS
LAB., OHIO STATE UNIV., 1885 NEIL
AVENUE, 115 TOWNSHEND HALL,
COLUMBUS, OHIO 43210
PUB DATE - ND 49P.

DESCRIPTORS - *JUNIOR HIGH SCHOOL
STUDENTS; *ECONOMICS; *CURRICULUM
DEVELOPMENT; DISTRIBUTIVE
EDUCATION; VOCATIONAL ADJUSTMENT

ABSTRACT - THIS MANUAL, DEVELOPED ESPECIALLY FOR JUNIOR HIGH STUDENTS, IS INTENDED AS AN AID TO THE DEVELOPMENT OF A UNIT OF STUDY INVOLVING BASIC ECONOMIC CONCEPTS. IT IS CONSTRUCTED IN A T FORMAT WITH BASIC ACADEMIC CONCEPTS AND DISCUSSIONS ON THE LEFT SIDE OF THE PAGE AND APPLICATIONS, REFERENCES, ACTIVITIES, ETC. ON THE RIGHT. A GENERAL PHILOSOPHY OF THIS MANUAL IS THAT ECONOMIC EDUCATION MUST OCCUR WITHIN THE FRAMEWORK OF THE STUDENT'S EXPERIENCE. THEREFORE, THE CONCEPTS PRESENTED HERE ARE ONES WHICH CAN BE IDENTIFIED AND EXPLORED IN THE EVERYDAY LIFE OF THE STUDENT. CHAPTERS COVER THE FOLLOWING TOPICS: I. RESOURCES AND PRODUCTION, II. ECONOMIC SYSTEMS, III. MONEY AND BANKING, IV. ECONOMIC GROWTH, V. TAXATION, AND VI. COMMUNITY ECONOMICS. LISTS OF REFERENCE BOOKS AND OF SOURCES OF FREE AND INEXPENSIVE MATERIALS ARE FURNISHED. (AUTHOR/LJ)

VT 101 405
GREENFIELD, BLAINE S.
SHOPLIFTING: A STUDY GUIDE.

RIDER COLL., TRENTON, N.J. DEPT. OF
BUSINESS EDUCATION.
NEW JERSEY STATE DEPT. OF
EDUCATION, TRENTON. DIV. OF
VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
NEW JERSEY RETAIL MERCHANTS
ASSOCIATION, P.O. BOX 22, 926 WEST
STATE STREET, TRENTON, N.J. 80601
PUB DATE - 71 60P.

DESCRIPTORS - *STUDY GUIDES;
*DISTRIBUTIVE EDUCATION;
*RETAILING; *ADULT EDUCATION;
REFERENCE MATERIALS
IDENTIFIERS - *SHOPLIFTING

ABSTRACT - THE PURPOSE OF THIS STUDY GUIDE IS TO PROVIDE TEACHERS WITH MATERIAL RELATING TO THE PROBLEM OF SHOPLIFTING AND THE EFFECT OF THIS PROBLEM ON THE BUSINESS COMMUNITY. SECTION I OF THE GUIDE IS COMPOSED OF FIVE LESSONS. THE FIRST EXPLAINS THE TERM SHOPLIFTING, DESCRIBES THE EXTENT OF THE PROBLEM AND WHY PEOPLE SHOPLIFT. LESSON II IS INTENDED AS A REVIEW. LESSON III DISCUSSES THE TYPES OF SHOPLIFTING, THE METHODS SHOPLIFTERS USE, AND THE "TOOLS OF THE TRADE." LESSON IV DEALS WITH THE FACTORS THAT INDUCE SHOPLIFTING AND PREVENTIVE MEASURES THAT MIGHT BE USED TO COMBAT THIS CRIME. LESSON V PRESENTS THE LEGAL RAMIFICATIONS OF SHOPLIFTING. SECTIONS II AND III OF THE GUIDE ARE DEVOTED TO AN ANTI-SHOPLIFTING CAMPAIGN AND PROJECT MATERIALS. SECTION IV LISTS RESOURCE MATERIALS. (LJ)

VT 101 406
SHIPP, JEANETTA C.
CAREER AWARENESS K-6 (ELEMENTARY).
DICTIONARY OF OCCUPATIONAL TITLES.

OKLAHOMA STATE BOARD OF VOCATIONAL
EDUCATION, STILLWATER.
OFFICE OF EDUCATION (DHEW),
WASHINGTON, D.C.; OKLAHOMA STATE
DEPT. OF VOCATIONAL AND TECHNICAL
EDUCATION, STILLWATER. CURRICULUM
AND INSTRUCTIONAL MATERIALS CENTER.
MF AVAILABLE IN VT-ERIC SET.
OEG-0-72-4682
OKLAHOMA STATE DEPT. OF VOCATIONAL
AND TECHNICAL EDUCATION, CURRICULUM
AND INSTRUCTIONAL MATERIALS CENTER,
1515 W. SIXTH AVENUE, STILLWATER,
OKLAHOMA 74074 ($3.25)
PUB DATE - 74 299P.

DESCRIPTORS - *ELEMENTARY GRADES;

*CAREER EDUCATION; *DICTIONARIES; *OCCUPATIONAL CLUSTERS
IDENTIFIERS - OKLAHOMA

ABSTRACT - THIS HANDBOOK WILL AID PUPILS IN ELEMENTARY SCHOOL TO BECOME AWARE OF THE OCCUPATIONAL CLUSTERS THAT THEY WILL BE STUDYING IN GREATER DEPTH DURING JUNIOR AND SENIOR HIGH SCHOOL. THIS PUBLICATION SHOULD BE USED TO FOCUS ATTENTION ON AWARENESS OF OCCUPATIONS RATHER THAN CHOICE, TO GENERATE EXCITEMENT RATHER THAN PRODUCTION, AND TO EXPOSE PUPILS TO DIFFERENT LIFE STYLES, CAREER PATTERNS, AND EDUCATIONAL EXPERIENCES THAT ENHANCE THE INDIVIDUAL. THE HANDBOOK IS INTENDED FOR USE WITH THE CAREER AWARENESS GUIDE "I CAN BE ME FROM A TO Z." THIS DOCUMENT IS ORGANIZED AROUND THE FOLLOWING 15 MAJOR OCCUPATIONS: AGRI-BUSINESS AND NATURAL RESOURCES, BUSINESS AND OFFICE, COMMUNICATIONS AND MEDIA, CONSTRUCTION, CONSUMER AND HOMEMAKING EDUCATION, ENVIRONMENTAL CONTROL, FINE ARTS AND HUMANITIES, HEALTH, HOSPITALITY AND RECREATION, MANUFACTURING, MARINE SCIENCE, MARKETING AND DISTRIBUTION, PERSONAL SERVICE, PUBLIC SERVICE, AND TRANSPORTATION. (AUTHOR/LJ)

VT 101 408
SHIPP, JEANETTA C.
CAREER AWARENESS K-6. COMPILATION OF MODULES.

OKLAHOMA STATE BOARD OF VOCATIONAL EDUCATION, STILLWATER.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.; OKLAHOMA STATE DEPT. OF VOCATIONAL AND TECHNICAL EDUCATION, STILLWATER. CURRICULUM AND INSTRUCTIONAL MATERIALS CENTER.
MF AVAILABLE IN VT-ERIC SET.
OEG-0-72-4682
OKLAHOMA STATE DEPT. OF VOCATIONAL AND TECHNICAL EDUCATION, CURRICULUM AND INSTRUCTIONAL MATERIALS CENTER, 1515 W. SIXTH AVENUE, STILLWATER, OKLAHOMA 74074 ($2.00)
PUB DATE - 74 130P.

DESCRIPTORS - *ELEMENTARY SCHOOL STUDENTS; *CAREER EDUCATION
IDENTIFIERS - OKLAHOMA

ABSTRACT - THIS PUBLICATION HAS BEEN DEVELOPED AS AN AID TO TEACHERS IN ORGANIZING APPROPRIATE CAREER FOUNDATIONS FOR ELEMENTARY PUPILS. FIVE CAREER AWARENESS UNITS FOR EACH OF THE TWO LEVELS, K-3 AND INTERMEDIATE, COMPRISE THE MODULE. EACH UNIT CONTAINS OBJECTIVES, TEACHER ACTIVITIES, AN INFORMATION SHEET, AND STUDENT ACTIVITY SHEETS. THIS DOCUMENT IS PART OF THE "I CAN BE ME FROM A TO Z" SET OF MODULES. (LJ)

VT 101 412
BLAIR, MARGARET, ED.; LAW, GORDON, ED.
INTRODUCTION TO VOCATIONS. A TEACHERS GUIDE.

RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. CURRICULUM LAB.
NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - SEP73 443P.

DESCRIPTORS - *STATE CURRICULUM GUIDES; *TEACHING GUIDES; *CAREER EDUCATION; *CAREER PLANNING; OCCUPATIONAL INFORMATION
IDENTIFIERS - NEW JERSEY

ABSTRACT - THIS TEACHING GUIDE IS FOR USE IN THE CURRICULUM OF THE NEW JERSEY PUBLIC SCHOOLS WHERE CAREER EXPLORATION IS IMPLEMENTED INTO THE JUNIOR HIGH SCHOOL GRADES. AN INTRODUCTION DIRECTED TO SCHOOL ADMINISTRATORS CONCERNS FUNDING REQUIREMENTS AND DETAILS FOR MEETING STATE STANDARDS IN SUCH MATTERS AS TEACHER CERTIFICATION, COST OF INSTRUCTION, SPENDING ALLOWANCES, SPEAKER INFORMATION, AND FIELD TRIP PROCEDURES. THE MODULES, HERE CALLED CYCLES, PROVIDE CURRICULUM MATERIALS FOR A NUMBER OF UNITS WHICH MAY BE USED SELECTIVELY. THEY COVER SIX AREAS: (1) KNOW YOURSELF, (2) BUSINESS EDUCATION, (3) HEALTH SERVICES, (HOME ECONOMICS, (5) INDUSTRIAL ARTS, AND (6) SCIENCES. EACH CYCLE CONTAINS AN INTRODUCTION,

OBJECTIVES, SUBJECT MATERIALS, ASSIGNMENTS, AND A DAY-TO-DAY PROCEDURES GUIDE. RESOURCE MATERIALS AND A BIBLIOGRAPHY ARE INCLUDED. (MU)

VT 101 420
BURNSIDE, IRENE
CAREERS IN THE HOME, KINDERGARTEN GRADE LEVEL.

OMAHA PUBLIC SCHOOLS, NEBR. DEPT. OF VOCATIONAL EDUCATION.
BUREAU OF OCCUPATIONAL AND ADULT EDUCATION (DHEW/OE), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
OEG-0-71-4661(361)
PUB DATE - JUL74 23P.

DESCRIPTORS - *CAREERS; *KINDERGARTEN; *FAMILY ENVIRONMENT
IDENTIFIERS - OMAHA PUBLIC SCHOOLS

ABSTRACT - THIS BOOKLET IS A COLLECTION OF MINI-UNITS FOR KINDERGARTEN STUDENTS CONCENTRATING ON CAREERS IN AND AROUND THE HOME. IT STRESSES THE IMPORTANCE OF WORK PERFORMED BY VARIOUS MEMBERS OF THE FAMILY, AND PROVIDES LISTINGS OF THE OUTSIDERS WHO PROVIDE SERVICES FOR THE HOME AND FAMILY. SURVEY LETTERS AND SUGGESTIONS FOR RESOURCE PEOPLE ARE PROVIDED. (KB)

VT 101 422
OWENS, SUSAN
THEY GIVE US GOOD THINGS TO EAT.

OMAHA PUBLIC SCHOOLS, NEBR. DEPT. OF VOCATIONAL EDUCATION.
BUREAU OF OCCUPATIONAL AND ADULT EDUCATION (DHEW/OE), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
OEG-0-71-4661(361)
PUB DATE - JUL74 20P.

DESCRIPTORS - *CAREERS; *GRADE 2; *FOOD SERVICE WORKERS
IDENTIFIERS - OMAHA PUBLIC SCHOOLS

ABSTRACT - THIS UNIT, FOR A SECOND GRADE, IS PRIMARILY CONCERNED WITH DRIVE-IN RESTAURANTS. OBJECTIVES, LEARNING ACTIVITIES, RESOURCES, AND A TEACHER EVALUATION ARE INCLUDED. (KB)

VT 101 428
SYKES, THERESA
FROM COTTON TO CLOTHES.

OMAHA PUBLIC SCHOOLS, NEBR. DEPT. OF VOCATIONAL EDUCATION.
BUREAU OF OCCUPATIONAL AND ADULT EDUCATION (DHEW/OE), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
OEG-0-71-4661(361)
PUB DATE - JUL74 14P.

DESCRIPTORS - *CAREERS; *GRADE 5; MARKETING; MERCHANDISING; SALESMANSHIP; ASSEMBLY (MANUFACTURING); *CLOTHING
IDENTIFIERS - OMAHA PUBLIC SCHOOLS

ABSTRACT - THIS MINI-UNIT TAKES A RAW MATERIAL, COTTON, AND FOLLOWS IT THROUGH ITS PROCESSES UNTIL IT BECOMES A GARMENT SOLD ON THE PACIFIC COAST OF THE UNITED STATES. THE STEPS TAKEN COINCIDE WITH THE REGIONS STUDIED IN THE FIFTH GRADE SOCIAL STUDIES BOOK, "EXPLORING REGIONS OF THE UNITED STATES." THE LENGTH OF THE UNIT IS APPROXIMATELY THREE WEEKS. OBJECTIVES, LEARNING ACTIVITIES, AND RESOURCES ARE PRESENTED. TOPICS COVERED INCLUDE: PRODUCT INSPECTION, PERSONNEL AND LABOR RELATIONS, FASHION DESIGNING, ASSEMBLY LINES, TRUCK DRIVING, WHOLESALE BUYING, PRODUCT PROMOTION, AND STORE CLERK. (KB)

VT 101 430
WADDELL, FRANCES; LYNCH, TIMOTHY P.
MINI-UNIT - COMMUNITY AND CAREERS, SOCIOLOGY, NINTH-TWELFTH GRADE LEVEL.

OMAHA PUBLIC SCHOOLS, NEBR. DEPT. OF VOCATIONAL EDUCATION.
BUREAU OF OCCUPATIONAL AND ADULT EDUCATION (DHEW/OE), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
OEG-0-71-4661(361)
PUB DATE - JUL74 14P.

DESCRIPTORS - *CAREERS; *HIGH SCHOOL STUDENTS; *SOCIOLOGY; OCCUPATIONAL CLUSTERS

IDENTIFIERS - OMAHA PUBLIC SCHOOLS

ABSTRACT - THIS SOCIOLOGY UNIT FOR HIGH SCHOOL STUDENTS WAS DESIGNED TO SHOW THAT IT TAKES MANY OCCUPATIONS TO HELP THE COMMUNITY RUN SMOOTHLY. IT ALSO INCLUDES THE IDENTIFICATION OF POSSIBLE CAREERS WITHIN THE COMMUNITY. THE OBJECTIVES OF THE UNIT ARE: (1) TO INVESTIGATE THE DIFFERENT CAREERS WHICH MAKE THE COMMUNITY RUN SMOOTHLY, (2) TO BRING THE STUDENT AWARENESS OF HIS OWN COMMUNITY, AND (3) TO BRING THE STUDENT AWARENESS OF POSSIBLE FUTURE EMPLOYMENT IN HIS COMMUNITY. LEARNING ACTIVITIES, RESOURCES, AND A TEACHER EVALUATION ARE INCLUDED. (KB)

VT 101 432
ENGELHART, JIM, AND OTHERS
FINDING AND KEEPING JOBS SPECIAL EDUCATION, SEVENTH-NINTH GRADE LEVEL.

OMAHA PUBLIC SCHOOLS, NEBR. DEPT. OF VOCATIONAL EDUCATION.
BUREAU OF OCCUPATIONAL AND ADULT EDUCATION (DHEW/OE), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
OEG-0-71-4661(361)
PUB DATE - JUL74 47P.

DESCRIPTORS - *CAREERS; *JUNIOR HIGH SCHOOL STUDENTS; *EMOTIONALLY DISTURBED; *MENTALLY HANDICAPPED; INTERPERSONAL COMPETENCE
IDENTIFIERS - OMAHA PUBLIC SCHOOLS

ABSTRACT - IT IS THE PURPOSE OF THIS JUNIOR HIGH SCHOOL UNIT TO PROVIDE IDEAS AND EXAMPLES OF WHAT CAN BE DONE IN INDIVIDUAL CLASSROOMS FOR EMOTIONALLY OR MENTALLY HANDICAPPED (EMH) STUDENTS IN THE AREA OF JOB OPPORTUNITIES. GENERAL INFORMATION ABOUT TYPE OF WORK AVAILABLE, SOCIAL SKILLS NEEDED TO FIND AND HOLD A JOB, AND PLACES TO LOOK, BOTH PUBLIC AND PRIVATE ARE EXPLORED. THE UNIT IS MADE UP OF 12 LESSONS EACH CONTAINING THE PURPOSE, MATERIALS NEEDED, AND PROCEDURES. (KB)

VT 101 434
RAMIGE, JOYCE
GENERAL MATH TOPICS AND RELATED CAREERS.

OMAHA PUBLIC SCHOOLS, NEBR. DEPT. OF VOCATIONAL EDUCATION.
BUREAU OF OCCUPATIONAL AND ADULT EDUCATION (DHEW/OE), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
OEG-0-71-4661(361)
PUB DATE - JUL74 29P.

DESCRIPTORS - *CAREERS; *PRACTICAL MATHEMATICS; FOOD STORES; *MANUFACTURING
IDENTIFIERS - OMAHA PUBLIC SCHOOLS

ABSTRACT - THE ACTIVITIES IN THIS GUIDE ARE DESIGNED TO ASSOCIATE CAREERS WITH GENERAL MATHEMATICS TOPICS COVERED DURING THE YEAR. THE TOPICS COVERED INCLUDE: DECIMALS/SUPERMARKET, PERCENTS/SPORTSWRITER, FRACTIONS/BAKERY, WHOLE NUMBERS/BOWLING, AND GEOMETRY/MANUFACTURING. EACH TOPIC INCLUDES OBJECTIVES AND ACTIVITIES WHICH ARE FOLLOWED BY CAREERS IN THAT AREA. (KB)

VT 101 440
CAREER EDUCATION ACTIVITY GUIDE. NEW OPPORTUNITIES FOR WORK.

LEWISTON SCHOOL DISTRICT, MAINE.
BUREAU OF ADULT, VOCATIONAL, AND TECHNICAL EDUCATION (DHEW/OE), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
OEG-0-71-0652(361)
PUB DATE - ND 359P.

DESCRIPTORS - *CAREER EDUCATION; *EMPLOYMENT OPPORTUNITIES; *LEARNING ACTIVITIES; *TEACHING GUIDES
IDENTIFIERS - MAINE

ABSTRACT - THIS NOTEBOOK OF CAREER EDUCATION LEARNING ACTIVITIES ILLUSTRATES SOME OF THE METHODS USED BY LEWISTON (MAINE) TEACHERS TO IMPLEMENT CAREER EDUCATION IN THEIR CLASSROOMS. THE DOCUMENT IS DIVIDED INTO THE FOLLOWING COMPONENTS: THE UNITS K-1 THROUGH

6; ART K-6; MINI-COURSES GRADES 3-6; THE SUBSTANTIVE AREAS OF LANGUAGE ARTS, SCIENCE, MATHEMATICS, SOCIAL SCIENCE, FOREIGN LANGUAGES, HOME ECONOMICS, INDUSTRIAL ARTS, AND ART FOR GRADES 7-9; AND EVALUATION FOR GRADES 10-12. CONTAINED WITHIN THE APPENDIX ARE AN ANALYSIS OF THE 15 CAREER CLUSTERS, CAREER CLUSTERS AND SUBJECT MATTER, AND K-16 CAREER EDUCATION SCOPE AND SEQUENCE PARADIGM. (LJ)

VT 101 441
PALMER, KAREN
FASHION MERCHANDISING CAREER EXPLORATION LEARNING MATERIALS PACKET. ADMINISTRATOR'S MANUAL, STUDENT MATERIALS.

MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 82P.

DESCRIPTORS - *INDIVIDUALIZED INSTRUCTION; *CURRICULUM GUIDES; *MERCHANDISING; *SECONDARY GRADES; DISTRIBUTIVE EDUCATION; MANAGEMENT EDUCATION; EVALUATION; *CAREER PLANNING
IDENTIFIERS - MINNESOTA; *APPAREL INDUSTRY

ABSTRACT - THE PURPOSE OF THIS INSTRUCTIONAL PACKET IS TO PRESENT REALISTICALLY THE DEMANDS AND CAREER POTENTIAL OF THE FASHION MERCHANDISING AND MANAGEMENT FIELDS. THE FASHION MERCHANDISING PACKET IS DIVIDED INTO FOUR SECTIONS: OVERVIEW, IMPRESSIONS, EXPLORATION, AND PROJECTIONS. THE MATERIAL WAS DEVELOPED FOR STUDENTS IN HIGH SCHOOL AND ADULTS. UPON COMPLETION OF THE PACKET, THE STUDENT SHOULD BE ABLE TO: (1) EXPRESS A KNOWLEDGE OF BASIC FASHION FACTS AND TERMINOLOGY; (2) SHOW A FAMILIARITY WITH THE FASHION STRUCTURE IN OUR SOCIETY; (3) TRANSMIT A COMPREHENSION OF THE FASHION INDUSTRY'S UNIQUENESS; (4) RECOGNIZE SOME OF THE WORKING CONDITIONS IN THE FIELD; (5) IDENTIFY ABILITIES, SKILLS AND QUALITIES IMPORTANT TO FASHION MERCHANDISING; (6) EVALUATE THE DEMANDS OF THE WORK ENVIRONMENT; AND (7) CONSTRUCT A FOLLOW UP TO THE PACKET. AN ADMINISTRATOR'S MANUAL, STUDENT QUESTIONNAIRES, WORKSHEETS AND HANDOUTS ARE PROVIDED. (AUTHOR/KB)

VT 101 456
VOCATIONAL EDUCATION STATE INSTRUCTIONAL MATERIALS FOR HOME ECONOMICS. REVISED 1974.

OKLAHOMA STATE DEPT. OF VOCATIONAL AND TECHNICAL EDUCATION, STILLWATER. CURRICULUM AND INSTRUCTIONAL MATERIALS CENTER.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
OEG-0-72-4682
PUB DATE - 74 50P.

DESCRIPTORS - *ANNOTATED BIBLIOGRAPHIES; *ABSTRACTS; *VOCATIONAL EDUCATION; *INSTRUCTIONAL MATERIALS; *HOME ECONOMICS

ABSTRACT - THIS ANNOTATED LISTING OF CURRICULUM MATERIALS FOR HOME ECONOMICS IS PROVIDED IN ORDER TO APPRISE PLANNERS, ADMINISTRATORS, VOCATIONAL EDUCATORS AND OTHERS INTERESTED IN OFFERING OR INVOLVED IN VOCATIONAL PROGRAMS OF THE AVAILABLE CURRICULUM MATERIALS DEVELOPED BY VARIOUS STATES. THE CURRICULUM MATERIALS HAVE BEEN IDENTIFIED WITH THE INSTRUCTIONAL TITLES AND CODES FROM THE CLASSIFICATION SYSTEM OF THE OFFICE OF EDUCATION. THE TITLE OF THE DOCUMENT, PUBLICATION DATE, THE NUMBER OF PAGES, PRICE, AND A SUMMARY OF THE CONTENT IS PROVIDED FOR EACH ANNOTATION. (KB)

VT 101 460
HOME ECONOMICS II, BASE CORE TENTH GRADE.

OKLAHOMA STATE DEPT. OF VOCATIONAL AND TECHNICAL EDUCATION, STILLWATER. CURRICULUM AND INSTRUCTIONAL MATERIALS CENTER.
OKLAHOMA STATE BOARD FOR VOCATIONAL EDUCATION, STILLWATER.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 73 543P.

DESCRIPTORS - *CURRICULUM GUIDES; *HOME ECONOMICS; *GRADE 10; *CHILD DEVELOPMENT; *CLOTHING; CONSUMER EDUCATION; FOODS INSTRUCTION; FAMILY RELATIONSHIP; TEXTILES INSTRUCTION; NUTRITION INSTRUCTION; HOME FURNISHINGS; INTERPERSONAL RELATIONSHIP
IDENTIFIERS - OKLAHOMA

ABSTRACT - THIS PUBLICATION IS DESIGNED TO PROVIDE A BASIC CORE OF INSTRUCTION IN HOME ECONOMICS CONSUMER AND HOMEMAKING EDUCATION AT THE HOME ECONOMICS II LEVEL. IT INCLUDES BASIC KNOWLEDGES AND SKILLS IN THE AREAS OF CHILD DEVELOPMENT, CLOTHING AND TEXTILES, CONSUMER EDUCATION, FOODS AND NUTRITION, HOUSING AND HOME FURNISHINGS, PERSONAL AND FAMILY RELATIONSHIPS, AND CAREER EXPLORATION NEEDED FOR TENTH GRADE HOME ECONOMIC STUDENTS. THE MATERIALS IN THIS PUBLICATION ARE DESIGNED TO COVER ONLY SIXTY PERCENT OF THE CLASS TIME. EACH INSTRUCTIONAL UNIT INCLUDES BEHAVIORAL OBJECTIVES, SUGGESTED ACTIVITIES FOR TEACHER AND STUDENTS, INFORMATION SHEETS, ASSIGNMENT SHEETS, JOB SHEETS, VISUAL AIDS, TESTS, AND ANSWERS TO THE TESTS. (AUTHOR/KB)

VT 101 464
A CURRICULUM GUIDE FOR A CAREER EXPLORATION PROGRAM IN THE MIDDLE/JUNIOR HIGH SCHOOLS OF GEORGIA FOR HOME ECONOMICS EDUCATION.

GEORGIA STATE DEPT. OF EDUCATION, ATLANTA. DIV. OF VOCATIONAL EDUCATION.; GEORGIA STATE UNIV., ATLANTA.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 30JUN72 194P.

DESCRIPTORS - *CURRICULUM GUIDES; *CAREER EDUCATION; *HOME ECONOMICS EDUCATION; *GRADE 8
IDENTIFIERS - GEORGIA; CAREER EXPLORATION

ABSTRACT - THIS MINI-COURSE GUIDE FOR CAREER EXPLORATION IN HOME ECONOMICS EDUCATION WAS DESIGNED FOR USE WITH GRADE 8 BOYS AND GIRLS. THE DOCUMENT CONTAINS SUGGESTED GUIDES FOR FOOD AND NUTRITION, CLOTHING AND TEXTILES, FAMILY AND CHILD DEVELOPMENT, AND HOUSING, MANAGEMENT, AND HEALTH. EACH AREA IS ORGANIZED BY OBJECTIVES, LEARNING EXPERIENCES, INSTITUTIONAL RESOURCES, AND SUGGESTED EVALUATIONS. A LIST OF RESOURCES FOLLOWS EACH GUIDE. (LJ)

VT 101 468
GREENSPAN, NANCY B.; JOHNSTON, WILLIAM L.
CONSUMER EDUCATION IN THE ENGLISH CURRICULUM.

CENTER FOR CONSUMER EDUCATION SERVICES, EDISON, N.J.
NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 73 25P.

DESCRIPTORS - *CONSUMER EDUCATION; *ENGLISH CURRICULUM; *INTERDISCIPLINARY APPROACH; *ELEMENTARY SCHOOLS; *SECONDARY SCHOOLS
IDENTIFIERS - NEW JERSEY

ABSTRACT - THIS MONOGRAPH HAS BEEN PREPARED TO PROVIDE TEACHERS OF ENGLISH WITH A SPRINGBOARD FOR ACTION TO USE IN DEVELOPING THEIR OWN CONTRIBUTION TO CONSUMER EDUCATION. CONTAINED IN THE DOCUMENT ARE IDEAS, SUGGESTIONS, AND MOTIVATION FOR ENGLISH TEACHERS, RATHER THAN A CURRICULUM GUIDE OR COURSE OF STUDY. THE CENTER FOR CONSUMER EDUCATION SERVICES IN NEW JERSEY PREPARED THIS MONOGRAPH WITH AN INTERDISCIPLINARY APPROACH IN MIND. THE MAIN CONTENT AREAS OF CONSUMER EDUCATION AS PRESENTED IN THIS DOCUMENT ARE MONEY MANAGEMENT, CREDIT, ADVERTISING, SHOPPING FOR GOODS AND SERVICES, AND CONSUMER RIGHTS AND RESPONSIBILITIES. A LIST OF INSTRUCTIONAL MATERIALS IS INCLUDED. (LJ)

VT 101 476

A NATIONAL ANNOTATED BIBLIOGRAPHY OF CURRICULUM MATERIALS IN VOCATIONAL AND CAREER EDUCATION.

ILLINOIS STATE BOARD OF VOCATIONAL EDUCATION AND REHABILITATION, SPRINGFIELD. DIV. OF VOCATIONAL AND TECHNICAL EDUCATION.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 828P.

DESCRIPTORS - *ANNOTATED BIBLIOGRAPHIES; *ABSTRACTS; *INSTRUCTIONAL MATERIALS; *VOCATIONAL EDUCATION; *CAREER EDUCATION; HEALTH OCCUPATIONS; PRESCHOOL EDUCATION; PUBLIC SERVICE OCCUPATIONS; ADULT EDUCATION; MARKETING; BUSINESS EDUCATION

ABSTRACT - THIS NATIONAL ANNOTATED BIBLIOGRAPHY LISTS CURRICULUM MATERIALS WHICH ARE AVAILABLE IN THE AREAS OF VOCATIONAL AND CAREER INFORMATION. THE AREAS COVERED INCLUDE: APPLIED BIOLOGICAL AND AGRICULTURAL OCCUPATIONS; BUSINESS, MARKETING, AND MANAGEMENT OCCUPATIONS; HEALTH OCCUPATIONS; INDUSTRIAL ORIENTED OCCUPATIONS; PERSONAL AND PUBLIC SERVICE OCCUPATIONS; PRESCHOOL THROUGH GRADES 6; GRADES 7 AND 8; GRADES 9 AND 10; GRADES 11 AND 12; GRADES 13 AND 14; ADULT EDUCATION; HANDICAPPED STUDENTS; DISADVANTAGED STUDENTS; CAREER EDUCATION; COMMON TO ALL AREAS; TEACHER-EDUCATOR; STATE AGENCY PERSONNEL; OCCUPATIONAL EDUCATION ADMINISTRATOR; AND LOCAL AGENCY GUIDANCE PERSONNEL. EACH ABSTRACT CONTAINS THE TITLE OF MATERIALS, NAME OF DEVELOPERS, TYPE OF MATERIAL, FOR STUDENT USE, TARGET LEVEL OF STUDENT, FOR PROFESSIONAL USE, TRAINING REQUIRED TO USE MATERIALS, CONSULTING SERVICES, COPYRIGHTS, COST, ORDERING INFORMATION, AND THE ABSTRACT. (KB)

VT 101 483
DRAPERY MAKING 2.

RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. CURRICULUM LAB.
NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - JUL74 164P.

DESCRIPTORS - *CURRICULUM GUIDES; *INSTRUCTIONAL MATERIALS; *SEWING INSTRUCTION; HOME ECONOMICS EDUCATION; *HANDICAPPED STUDENTS; DEAF

ABSTRACT - THIS TEXT, A SEQUEL TO DRAPERY MAKING I, WAS WRITTEN FOR DEAF STUDENTS WHO ARE LEARNING DRAPERY MAKING AS A TRADE. INCLUDED IN THE TEXT ARE DETAILS OF PROFESSIONAL DRAPERY MAKING. EMPHASIS IS PLACED ON GOOD WORK HABITS AND EFFICIENT USE OF TIME, ENERGY, AND MOTION. THIS BOOK IS INTENDED TO BE USED WITH LIVE WORK PROJECTS FOR THE DEMONSTRATION OF SKILLS AND TECHNIQUES. EACH LESSON CONTAINS OBJECTIVES, INFORMATION, VOCABULARY, AND ASSIGNMENTS. TOPICS COVERED INCLUDE: LANGUAGE OF THE TRADE, PUTTING IT ALL TOGETHER, DRAPERY HARDWARE, ARITHMETIC FOR DRAPERY MAKING, THE JOB SHEET, GETTING READY TO MAKE DRAPERIES, LINES DRAPERIES, HOW TO MAKE A LINE DRAPERY, AND PROBLEM SOLVING. (KB)

VT 101 486
CAREER EDUCATION COMMUNITY RESOURCES GUIDE.

PHILLIPINES. COMMUNITY RESOURCES IN CAREER EDUCATION.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - DEC74 298P.

DESCRIPTORS - *RESOURCE GUIDES; *EDUCATIONAL RESOURCES; *INFORMATION SOURCES; *FIELD TRIPS; REFERENCE BOOKS; WORK EXPERIENCE
IDENTIFIERS - CLARK AIR BASE

ABSTRACT - THIS HANDBOOK IS A FUNCTIONAL GUIDE FOR THE EDUCATORS OF CLARK AIR BASE TO PROVIDE A HANDY, EASY-TO-USE REFERENCE OF THE RESOURCE SPEAKERS, WORK EXPERIENCE OPPORTUNITIES AND FIELD TRIPS AVAILABLE AT CLARK AIR BASE. THERE ARE 266 RESOURCE SPEAKERS AND FIELD TRIP SITES LISTED. EACH OF THE 15

USOE CLUSTERS IS REPRESENTED. EACH CLUSTER INCLUDES JOBS AT ALL LEVELS: ENTRY-LEVEL, SKILLED, TECHNICAL AND PROFESSIONAL. (KB)

VT 101 487
MASON, EMMETT E., ED.
VOCATIONAL TEACHER EDUCATION AT CENTRAL MICHIGAN UNIVERSITY. ANNUAL REPORT 1973-1974.

CENTRAL MICHIGAN UNIV., MOUNT PLEASANT.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 74   65P.

DESCRIPTORS - *PERFORMANCE BASED TEACHER EDUCATION; *HOME ECONOMICS; *BUSINESS EDUCATION; *INDUSTRIAL EDUCATION; *COURSE OBJECTIVES; CURRICULUM; TEACHER EDUCATION CURRICULUM; VOCATIONAL EDUCATION TEACHERS
IDENTIFIERS - CENTRAL MICHIGAN UNIVERSITY

ABSTRACT - THE PURPOSE OF THIS REPORT ON VOCATIONAL TEACHER EDUCATION AT CENTRAL MICHIGAN UNIVERSITY IS TO DESCRIBE ACTIVITIES AND PRESENT INFORMATION WHICH RELATES TO FUNDING OBTAINED FROM THE MICHIGAN STATE DEPARTMENT OF EDUCATION. THE MAJOR CONCERN WAS THE DEVELOPMENT OF A COMPETENCY BASED CURRICULUM WITH SETS OF PERFORMANCE OBJECTIVES FOR: HOME ECONOMICS, BUSINESS EDUCATION, STENOGRAPHY, SHORTHAND DICTATION, SHORTHAND DICTATION AND TRANSCRIPTION, BEGINNING TYPEWRITING, INTERMEDIATE TYPEWRITING, ADVANCE TYPEWRITING, AND INDUSTRIAL EDUCATION. INCLUDED IN THE DOCUMENT ARE COURSE DESCRIPTIONS, PROGRAM GOALS, PERFORMANCE OBJECTIVES AND A CHECKLIST OF DUTIES AND TASKS OF A CONSUMER-HOMEMAKING TEACHER. (AUTHOR/KB)

VT 101 605
CAREER. SECONDARY SCHOOL CAREER EDUCATION.

DEPENDENTS SCHOOLS (DOD), TOKYO (JAPAN). PACIFIC AREA DISTRICT 1.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - NOV74   598P.

DESCRIPTORS - *CAREER EDUCATION; *LEARNING ACTIVITIES; *INTEGRATED CURRICULUM; *RESOURCE UNITS; *MANUALS; SECONDARY GRADES
IDENTIFIERS - DEPARTMENT OF DEFENSE PACIFIC SCHOOLS

ABSTRACT - THIS HANDBOOK FOR TEACHERS IN DEPARTMENT OF DEFENSE SCHOOLS CONTAIN SUGGESTIONS AND PRACTICAL APPROACHES CONCERNING CAREER EDUCATION. ACTIVITIES TO MAKE CAREER EDUCATION AN INTEGRATED PART OF EVERY AREA OF STUDY IN THE SECONDARY GRADES ARE PROVIDED ON PAGES THAT CAN BE REMOVED FOR DUPLICATION. RESOURCE PACKETS FOR 12 SUBJECT AREAS INCLUDE ART, BUSINESS EDUCATION, FOREIGN LANGUAGE, HEALTH, HOME ECONOMICS, INDUSTRIAL ARTS, LANGUAGE ARTS, MATH, MUSIC, PHYSICAL EDUCATION, SCIENCE, AND SOCIAL STUDIES. A SUGGESTED TRANSACTIONAL ANALYSIS FOR USE IN HIGH SCHOOL CLASSES IS INCLUDED. (AUTHOR/MU)

VT 101 612
GUIDE FOR INTEGRATING CAREER DEVELOPMENT INTO THE CURRICULUM. GRADES 7-9.

RACINE UNIFIED SCHOOL DISTRICT 1, WIS.
WISCONSIN STATE DEPT. OF PUBLIC INSTRUCTION, MADISON.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 73   293P.

DESCRIPTORS - *CAREER EDUCATION; *INTEGRATED CURRICULUM; *SECONDARY GRADES; *VOCATIONAL DEVELOPMENT; *CAREER PLANNING; RESOURCE MATERIALS

ABSTRACT - THIS TEACHER'S GUIDE FOR INTEGRATING CAREER EDUCATION INTO A CURRICULUM PROVIDES SUGGESTIONS, PROCEDURES, AND CLASSROOM MATERIAL USEFUL IN GRADES 7, 8, AND 9. CONCEPTS RELATING TO SELF-AWARENESS, CAREER PLANNING, AND WORK ATTITUDES ARE INTEGRATED INTO THE REGULAR CURRICULUM IN ENGLISH, SOCIAL STUDIES, HOME ECONOMICS, FOREIGN LANGUAGE, HEALTH, SCIENCE, PHYSICAL EDUCATION, INDUSTRIAL ARTS, ART, AND MATHEMATICS. A 5-COLUMN GUIDE PRESENTS THE LEARNING ACTIVITY, RESOURCES, EVALUATION PROCEDURE, SUBJECT, AND APPLICABLE GRADE LEVEL FOR 16 CONCEPTS AS THEY EACH MIGHT BE PRESENTED TO GRADES 7, 8, AND 9. DEFINITIONS, SAMPLES, EVALUATION FORMS, GAMES, SAMPLE CHECK LISTS, AND PARENT COMMUNICATIONS ARE APPENDED. (MU)

VT 101 615
PIETERSE, CHARLES
WORLD OF WORK, VOLUME IV, INDUSTRIOLOGY PLANBOOK. FINAL REPORT.

CONTOOCOOK VALLEY REGIONAL SCHOOL DISTRICT, PETERBOROUGH, N.H.
BUREAU OF OCCUPATIONAL AND ADULT EDUCATION (DHEW/OE), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - JUN73 210P.

DESCRIPTORS - *PERFORMANCE CRITERIA; *LESSON PLANS; *VOCATIONAL EDUCATION; *INDUSTRIAL EDUCATION; HOME ECONOMICS EDUCATION; HEALTH OCCUPATIONS; BUSINESS EDUCATION; *DEVELOPMENTAL PROGRAMS
IDENTIFIERS - NEW HAMPSHIRE; WORLD OF WORK

ABSTRACT - THIS DOCUMENT CONSISTS OF LESSON OUTLINES AND LISTS OF PERFORMANCE CRITERIA FOR INDUSTRIAL, HOME ECONOMICS, HEALTH, AND BUSINESS OCCUPATIONS, AMONG OTHERS. GRADES 7 AND 8 AS WELL AS FIRST AND SECOND YEAR VOCATIONAL GRADES ARE INCLUDED. NO TABLE OF CONTENTS IS PROVIDED. (LJ)

VT 101 617
PIETERSE, CHARLES
WORLD OF WORK. VOLUME II. LEARNING PACKETS. FINAL REPORT.

CONTOOCOOK VALLEY REGIONAL SCHOOL DISTRICT, PETERBOROUGH, N.H.
BUREAU OF OCCUPATIONAL AND ADULT EDUCATION (DHEW/OE), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
OEG-0-70-5191(361)
PUB DATE - JUN73 220P.

DESCRIPTORS - *LEARNING ACTIVITIES; *INDUSTRIAL EDUCATION; PAPER (MATERIAL); HANDICRAFTS; MARINE BIOLOGY; HOME ECONOMICS EDUCATION; GRADE 7; GRADE 8; *DEVELOPMENTAL PROGRAMS
IDENTIFIERS - NEW HAMPSHIRE; LEATHERCRAFT; WORLD WORK

ABSTRACT - THIS FINAL REPORT CONSISTS OF FOUR LEARNING PACKETS DESIGNED AS PART OF AN INDUSTRIALOGY PROGRAM IN NEW HAMPSHIRE. THE UNIT ON PAPERMAKING FOR GRADES 7 AND 8 INCLUDES SECTIONS ON HOW PAPER IS MADE, RECYCLING PAPER PRODUCTS, AND AIR AND WATER POLLUTION. BY WORKING THROUGH THE LEATHERCRAFT UNIT, STUDENTS ARE INTRODUCED TO THE VARIOUS TOOLS OF THE TRADE. THE OCEANOGRAPHY UNIT STRESSES MARINE BIOLOGY WITH ECOLOGY AS A FOCAL POINT. THE INTRODUCTION TO HOME ECONOMICS FOR GRADES 7 AND 8 IS INTENDED TO DEVELOP STUDENT AWARENESS IN SEVERAL AREAS AS WELL AS TO DEVELOP BUSINESS EXPERIENCE AND CONTACTS BY CONTROLLING AND OPERATING A BUSINESS. (LJ)

VT 101 625
NEAL, WILLIAM L.
SELECTED OCCUPATIONS WITHIN THE FIFTEEN (15) JOB CLUSTERS (U.S.O.E.) FOR THE ELEMENTARY GRADES. CONTEMPORARY CURRICULUM FOR CAREER DEVELOPMENT. AN EXEMPLARY PROGRAM IN CAREER EDUCATION.

KNOX COUNTY DEPT. OF PUBLIC INSTRUCTION, KNOXVILLE.
KNOX COUNTY DEPT. OF PUBLIC INSTRUCTION, KNOXVILLE.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - 72 99P.

DESCRIPTORS - *OCCUPATIONAL CLUSTERS; *VISUAL AIDS; *ELEMENTARY GRADES; *OCCUPATIONS; OCCUPATIONAL INFORMATION

ABSTRACT - THIS DOCUMENT HAS BEEN PREPARED FOR THE ELEMENTARY TEACHER TO FAMILIARIZE THE STUDENT WITH THE 15 JOB CLUSTERS DEVELOPED BY THE

U.S. OFFICE OF EDUCATION. USES OF THE CONTENTS ARE LEFT TO THE INGENUITY OF THE TEACHER BUT SOME SUGGESTIONS INCLUDE BULLETIN BOARD DISPLAYS, CUTOUTS FOR REPRODUCTION AS COLORING BOOKS, AND SELECTION OF OCCUPATIONS FOR STUDY. OVER 85 LINE DRAWINGS OF VARIOUS GROUPINGS ARE GIVEN TO ILLUSTRATE THE 15 JOB CLUSTERS. (AUTHOR/MU)

VT 101 631
JOYNER, NINA GLENN
FURNITURE REFINISHING AT HOME, REVISED EDITION.

DOCUMENT NOT AVAILABLE IN VT-ERIC SET.
PUB DATE - 01APR75 137P.

DESCRIPTORS - *ADULT DEVELOPMENT; ADULTS; *HOME FURNISHINGS; *FURNITURE; RESOURCE MATERIALS

ABSTRACT - COMMERCIALLY PUBLISHED FOR THE ADULT MARKET, THIS HOW-TO-DO-IT TEXT GIVES PRACTICAL ADVICE ON WORKING WITH COUNTRY ANTIQUES AND OLD FURNITURE FOR THE MODERN HOMEMAKER. WHAT AND WHERE TO BUY; WHEN TO REFINISH, PAINT, OR DISCARD; HOW TO SET UP A WORK AREA AT HOME; AND HOW TO IDENTIFY AND CARE FOR ANTIQUES ARE DISCUSSED. A STEP-BY-STEP EXPLANATION IS GIVEN ON REFINISHING A PIECE OF FURNITURE. SEPARATE CHAPTERS DEAL WITH BRASS AND IRON, MOSAIC, PICTURE FRAMES AND SMALL FURNITURE, LAMPS AND ACCESSORIES, AND CHAIRS. (MU)

VT 101 801
PROJECT REAL: RELEVANT EDUCATION, ACTIVITY CENTERED LEARNING. EXPLORING THE WORLD OF CAREERS, GRADES 7 & 8. SUPPLEMENT TO TEACHERS' GUIDE; INSTRUCTIONAL UNITS.

NEWPORT INDEPENDENT SCHOOL DISTRICT, KY.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 24P.

DESCRIPTORS - *ACTIVITY UNITS; *CAREERS; *GRADE 7; *GRADE 8; TEACHING GUIDES
IDENTIFIERS - PROJECT REAL; NEWPORT; KENTUCKY

ABSTRACT - THIS TEACHERS' GUIDE SUPPLEMENT PRESENTS SUBJECT AREA UNITS IN SEVEN OCCUPATIONAL CLUSTERS: COMMUNICATIONS AND MEDIA OCCUPATIONS - ENGLISH; TRANSPORTATION - SOCIAL STUDIES; BUSINESS AND OFFICE OCCUPATIONS - ENGLISH (BUSINESS LETTERS); FINE ARTS AND HUMANITIES - ENGLISH; CONSUMER AND HOMEMAKING RELATED OCCUPATIONS - HOME ECONOMICS; HOSPITALITY AND RECREATION OCCUPATIONS - LANGUAGE ARTS; HEALTH OCCUPATIONS - HEALTH ILLUSTRATIONS (ART); AND AGRIBUSINESS AND NATURAL RESOURCES - SCIENCE. EACH UNIT INCLUDES AIM, CONCEPTS, BEHAVIORAL OBJECTIVES, ACTIVITIES AND MATERIALS, EVALUATION, SUGGESTED RESOURCE PEOPLE AND FIELD TRIPS, AND BIBLIOGRAPHY. (MF)

VT 101 813
BRANDT, DAVID, AND OTHERS
CAREER AWARENESS, GRADES 1-6 (GRADE 2).

BOISE CITY INDEPENDENT SCHOOL DISTRICT, IDAHO.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 366P.; SEE RELATED DOCUMENTS IN THIS ISSUE AS VT 101 814 THRU VT 101 816.

DESCRIPTORS - *CAREER AWARENESS; *CAREER EDUCATION; GRADE 2; OCCUPATIONAL GUIDANCE; *LEARNING ACTIVITIES; OCCUPATIONAL CLUSTERS
IDENTIFIERS - BOISE; IDAHO

ABSTRACT - INTEGRATED INTO THE REGULAR CURRICULUM AND UTILIZING ALL DISCIPLINES, THIS PROGRAM'S MAIN PURPOSE IS TO SHOW A RELATIONSHIP BETWEEN SCHOOL SUBJECTS AND CAREERS. THIS GRADE 2 GUIDE OF A K-6 SERIES CONTAINS SIX MODELS REPRESENTING 74 OCCUPATIONS. EACH SIX-WEEK-LONG MODEL INCLUDES FROM THREE TO FIVE UNITS, COMPOSED OF APPROPRIATE LEARNING ACTIVITIES. THE SIX MODELS REPRESENT BUSINESS, COMMUNICATIONS, PUBLIC SERVICE, CONSTRUCTION, TRANSPORTATION AND FOOD SERVICE OCCUPATIONS. THE LEARNING ACTIVITIES INCLUDE PERFORMANCE OBJECTIVES AND CRITERION TESTS. THE GUIDANCE PROGRAM CENTERS AROUND A KIT OF ACTIVITIES AND MATERIALS DESIGNED TO FACILITATE SOCIAL AND EMOTIONAL GROWTH. (NJ)

VT 101 814
BRANDT, DAVID, AND OTHERS
CAREER AWARENESS, GRADES 1-6 (GRADE 3).

BOISE CITY INDEPENDENT SCHOOL DISTRICT, IDAHO.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 351P.; SEE RELATED DOCUMENTS IN THIS ISSUE AS VT 101 813, VT 101 815, AND VT 101 816.

DESCRIPTORS - *CAREER AWARENESS; *CAREER EDUCATION; GRADE 3; OCCUPATIONAL GUIDANCE; *LEARNING ACTIVITIES; OCCUPATIONAL CLUSTERS
IDENTIFIERS - BOISE; IDAHO

ABSTRACT - INTEGRATED INTO THE REGULAR CURRICULUM AND UTILIZING ALL DISCIPLINES, THIS PROGRAM'S MAIN PURPOSE IS TO SHOW A RELATIONSHIP BETWEEN SCHOOL SUBJECTS AND CAREERS. THIS GRADE 3 GUIDE OF A K-6 SERIES CONTAINS SEVEN CAREER UNITS OF GROUPS OF FOUR OCCUPATIONS WITH APPROPRIATE LEARNING ACTIVITIES APPROACHING THE STUDY OF EACH FROM THE PERSPECTIVES OF THE DIFFERENT SUBJECT AREAS. SOME OCCUPATIONAL CLUSTERS REPRESENTED ARE MARINE SCIENCE, TRANSPORTATION, HOSPITALITY AND RECREATION, AND HEALTH. PERFORMANCE OBJECTIVES AND CRITERION TESTS ARE ALSO INCLUDED. THE GUIDANCE PROGRAM CENTERS AROUND A KIT OF ACTIVITIES AND MATERIALS DESIGNED TO FACILITATE SOCIAL AND EMOTIONAL GROWTH. (NJ)

VT 101 815
BRANDT, DAVID, AND OTHERS
CAREER AWARENESS, GRADES 1-6 (GRADE 4).

BOISE CITY INDEPENDENT SCHOOL DISTRICT, IDAHO.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 395P.; SEE RELATED DOCUMENTS IN THIS ISSUE AS VT 101 813, VT 101 814, AND VT 101 816.

DESCRIPTORS - *CAREER EDUCATION; *CAREER AWARENESS; GRADE 4; OCCUPATIONAL GUIDANCE; *LEARNING ACTIVITIES; OCCUPATIONAL CLUSTERS
IDENTIFIERS - BOISE; IDAHO

ABSTRACT - INTEGRATED INTO THE REGULAR CURRICULUM AND UTILIZING ALL DISCIPLINES, THIS PROGRAM'S MAIN PURPOSE IS TO SHOW A RELATIONSHIP BETWEEN SCHOOL SUBJECTS AND CAREERS. THIS GRADE 4 GUIDE OF A K-6 SERIES CONTAINS SEVEN CAREER UNITS OF FOUR GROUPS OF OCCUPATIONS WITH APPROPRIATE LEARNING ACTIVITIES APPROACHING THE STUDY OF EACH FROM THE PERSPECTIVES OF THE DIFFERENT SUBJECT AREAS. SOME OCCUPATIONAL CLUSTERS REPRESENTED ARE PERSONAL SERVICE, HUMANITIES AND FINE ARTS, HOSPITALITY AND RECREATION, AND AGRIBUSINESS AND NATURAL RESOURCES. PERFORMANCE OBJECTIVES AND CRITERION TESTS ARE INCLUDED. THE GUIDANCE PROGRAM CENTERS AROUND A KIT OF ACTIVITIES AND MATERIALS DESIGNED TO FACILITATE SOCIAL AND EMOTIONAL GROWTH. (NJ)

VT 101 816
BRANDT, DAVID, AND OTHERS
CAREER AWARENESS, GRADES 1-6 (GRADE 5).

BOISE CITY INDEPENDENT SCHOOL DISTRICT, IDAHO.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 411P.; SEE RELATED DOCUMENTS IN THIS ISSUE AS VT 101 813, VT 101 814, AND VT 101 815.

DESCRIPTORS - *CAREER EDUCATION; *CAREER AWARENESS; GRADE 5;

OCCUPATIONAL GUIDANCE; *LEARNING ACTIVITIES; OCCUPATIONAL CLUSTERS
IDENTIFIERS - BOISE; IDAHO

ABSTRACT - INTEGRATED INTO THE REGULAR CURRICULUM AND UTILIZING ALL DISCIPLINES, THIS PROGRAM'S MAIN PURPOSE IS TO SHOW A RELATIONSHIP BETWEEN SCHOOL SUBJECTS AND CAREERS. THIS GRADE 5 GUIDE OF A K-6 SERIES CONTAINS SEVEN CAREER UNITS OF GROUPS OF OCCUPATIONS WITH APPROPRIATE LEARNING ACTIVITIES APPROACHING THE STUDY OF EACH FROM THE PERSPECTIVES OF THE DIFFERENT SUBJECT AREAS. SOME OCCUPATIONAL CLUSTERS REPRESENTED ARE CONSTRUCTION, FOOD SERVICES, HEALTH, MANUFACTURING, AND COMMUNICATIONS AND MEDIA. PERFORMANCE OBJECTIVES AND CRITERION TESTS ARE INCLUDED. THE GUIDANCE PROGRAM CENTERS AROUND A KIT OF ACTIVITIES AND MATERIALS DESIGNED TO FACILITATE SOCIAL AND EMOTIONAL GROWTH. (NJ)

VT 101 818
FOOD SERVICE--COURSES OF STUDY, GRADES 11-12.

DAVID DOUGLAS PUBLIC SCHOOLS, PORTLAND, OREG.
OREGON STATE BOARD OF EDUCATION, SALEM.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 153P.

DESCRIPTORS - *INSTRUCTIONAL MATERIALS; *COURSE CONTENT; *FOOD SERVICE OCCUPATIONS; GRADE 11; GRADE 12
IDENTIFIERS - PROJECT VIGOR; OREGON

ABSTRACT - THESE LEARNING PACKAGES WERE PREPARED FOR STUDENTS IN FIRST AND SECOND YEAR FOOD SERVICE CLASSES. THERE ARE 19 PACKAGES ON FOOD PREPARATION AND ONE ON MAKING CHANGE. THE MEAT COOKERY AREA COVERS MEAT IDENTIFICATION AND COMPOSITION, AND WAYS OF COOKING MEAT INCLUDING THE ADVANTAGES OF LOW TEMPERATURE COOKING. THE FRY COOKING SERIES ADDRESSES THE MANAGEMENT OF TIME AND EFFORT, PORTIONING, SANDWICH MAKING, GRIDDLING, AND FRENCH FRYING. STARCH COOKERY INCLUDES COMPOSITION OF CEREAL GRAINS (MAINLY WHEAT) AND USING THESE AS THICKENING AGENTS IN GRAVIES, SAUCES, MAIN DISHES, AND DESSERTS. THE YEAST DOUGHS SECTION INCLUDES A STUDY OF YEAST DOUGH COMPONENTS, AND ROLL MAKING. CASHIERING DEALS WITH MAKING CHANGE. THE FORMAT USED IN THE PACKAGES FOLLOWS THE OUTLINE OF TITLE, PURPOSE, OBJECTIVES, PRE-TESTING, LEARNINGS, POST-TESTING, AND SEARCH. (AUTHOR/LJ)

VT 101 826
BRYAN, JAMES E.
AN ANALYSIS OF THE PROPERTY MANAGING OCCUPATION.

OHIO STATE UNIV., COLUMBUS. INSTRUCTIONAL MATERIALS LAB. (TRADE AND INDUSTRIAL EDUCATION).
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 204P.; SEE RELATED DOCUMENTS IN THIS ISSUE AS VT 101 823 THRU VT 101 825 AND VT 101 827 THRU VT 101 874.

DESCRIPTORS - *TASK ANALYSIS; *HOUSING MANAGEMENT AIDES; *JOB SKILLS; *OCCUPATIONAL INFORMATION; TASK PERFORMANCE; EQUIPMENT UTILIZATION
IDENTIFIERS - *PROPERTY MANAGEMENT

ABSTRACT - THE OCCUPATIONAL ANALYSIS PROJECT WAS CONDUCTED FROM JUNE 1, 1973 TO DECEMBER 30, 1974 TO TRAIN VOCATIONAL TEACHERS IN THE TECHNIQUES OF MAKING A COMPREHENSIVE OCCUPATIONAL ANALYSIS. EACH ANALYSIS INCLUDES A STATEMENT OF THE VARIOUS TASKS PERFORMED IN AN OCCUPATION, WITH THE APPROPRIATE ITEMS IDENTIFIED FOR EACH TASK: TOOLS AND EQUIPMENT, PROCEDURAL KNOWLEDGE, SAFETY KNOWLEDGE, MATHEMATICS SKILLS, AND SCIENCE AND COMMUNICATION NEEDED FOR SUCCESSFUL PERFORMANCE. THE ANALYSIS DATA PROVIDED A BASIS FOR GENERATING INSTRUCTIONAL MATERIALS, COURSE OUTLINES, STUDENT PERFORMANCE OBJECTIVES, CRITERION MEASURES, AND SUPPORTING SKILLS IN THE ACADEMIC AREAS. DUTIES OF A

PROPERTY MANAGER ARE ANALYZED IN THIS VOLUME. MANY OF THE TASKS OUTLINED MAY BE PERFORMED BY PERSONS WHOSE TITLES INCLUDE RESIDENT MANAGER, RENTAL AGENT, MAINTENANCE ENGINEER, JANITORIAL STAFF, OR GROUND SPECIALIST. (AUTHOR/MF)

VT 101 827
HARESTAD, CLIFFORD E., AND OTHERS
AN ANALYSIS OF THE REAL ESTATE OCCUPATION.

OHIO STATE UNIV., COLUMBUS. INSTRUCTIONAL MATERIALS LAB. (TRADE AND INDUSTRIAL EDUCATION).
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 114P.; SEE RELATED DOCUMENTS IN THIS ISSUE AS VT 101 823 THRU VT 101 826 AND VT 101 828 THRU VT 101 874.

DESCRIPTORS - *TASK ANALYSIS; *REAL ESTATE OCCUPATIONS; *SALES OCCUPATIONS; *JOB SKILLS; *OCCUPATIONAL INFORMATION; TASK PERFORMANCE; EQUIPMENT UTILIZATION

ABSTRACT - THE OCCUPATIONAL ANALYSIS PROJECT WAS CONDUCTED FROM JUNE 1, 1973 TO DECEMBER 30, 1974 TO TRAIN VOCATIONAL TEACHERS IN THE TECHNIQUES OF MAKING A COMPREHENSIVE OCCUPATIONAL ANALYSIS. EACH ANALYSIS INCLUDES A STATEMENT OF THE VARIOUS TASKS PERFORMED IN AN OCCUPATION, WITH THE APPROPRIATE ITEMS IDENTIFIED FOR EACH TASK: TOOLS AND EQUIPMENT, PROCEDURAL KNOWLEDGE, SAFETY KNOWLEDGE, MATHEMATICS SKILLS, AND SCIENCE AND COMMUNICATION NEEDED FOR SUCCESSFUL PERFORMANCE. THE ANALYSIS DATA PROVIDED A BASIS FOR GENERATING INSTRUCTIONAL MATERIALS, COURSE OUTLINES, STUDENT PERFORMANCE OBJECTIVES, CRITERION MEASURES, AND SUPPORTING SKILLS IN THE ACADEMIC AREAS. THIS VOLUME DESCRIBES THE TASKS PERFORMED BY A PERSON WHO HAS BEEN LICENSED TO SELL REAL ESTATE. IT REPRESENTS AN ACCOUNTING OF WHAT MUST BE DONE BY THE REAL ESTATE SALES AGENT THROUGH THE CYCLE OF A RESIDENTIAL SALE. (AUTHOR/MF)

VT 101 832
BETH, GERTRUDE K., AND OTHERS
AN ANALYSIS OF THE NURSERY SCHOOL TEACHER AIDE OCCUPATION.

OHIO STATE UNIV., COLUMBUS. INSTRUCTIONAL MATERIALS LAB. (TRADE AND INDUSTRIAL EDUCATION).
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 64P.; SEE RELATED DOCUMENTS IN THIS ISSUE AS VT 101 823 THRU VT 101 831 AND VT 101 833 THRU VT 101 874.

DESCRIPTORS - *TASK ANALYSIS; *TEACHER AIDES; *NURSERY SCHOOLS; *JOB SKILLS; *OCCUPATIONAL INFORMATION; TASK PERFORMANCE; EQUIPMENT UTILIZATION

ABSTRACT - THE OCCUPATIONAL ANALYSIS PROJECT WAS CONDUCTED FROM JUNE 1, 1973 TO DECEMBER 30, 1974 TO TRAIN VOCATIONAL TEACHERS IN THE TECHNIQUES OF MAKING A COMPREHENSIVE OCCUPATIONAL ANALYSIS. EACH ANALYSIS INCLUDES A STATEMENT OF THE VARIOUS TASKS PERFORMED IN AN OCCUPATION, WITH THE APPROPRIATE ITEMS IDENTIFIED FOR EACH TASK: TOOLS AND EQUIPMENT, PROCEDURAL KNOWLEDGE, SAFETY KNOWLEDGE, MATHEMATICS SKILLS, AND SCIENCE AND COMMUNICATION NEEDED FOR SUCCESSFUL PERFORMANCE. THE ANALYSIS DATA PROVIDED A BASIS FOR GENERATING INSTRUCTIONAL MATERIALS, COURSE OUTLINES, STUDENT PERFORMANCE OBJECTIVES, CRITERION MEASURES, AND SUPPORTING SKILLS IN THE ACADEMIC AREAS. THE TASKS ANALYZED IN THIS VOLUME ARE THOSE MOST FREQUENTLY PERFORMED WITH PRESCHOOL CHILDREN BY NURSERY SCHOOL TEACHER AIDES. NO ADMINISTRATIVE DUTIES ARE INCLUDED. (AUTHOR/MF)

VT 101 833
BOYADJIS, THOMAS A.; PAOLETTI, DONALD J.
AN ANALYSIS OF THE BAKING OCCUPATION.

OHIO STATE UNIV., COLUMBUS.
INSTRUCTIONAL MATERIALS LAB. (TRADE AND INDUSTRIAL EDUCATION).
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 158P.; SEE RELATED DOCUMENTS IN THIS ISSUE AS VT 101 823 THRU VT 101 832 AND VT 101 834 THRU VT 101 874.

DESCRIPTORS - *TASK ANALYSIS; *FOOD SERVICE OCCUPATIONS; *JOB SKILLS; *OCCUPATIONAL INFORMATION; TASK PERFORMANCE; EQUIPMENT UTILIZATION
IDENTIFIERS - *BAKERS

ABSTRACT - THE OCCUPATIONAL ANALYSIS PROJECT WAS CONDUCTED FROM JUNE 1, 1973 TO DECEMBER 30, 1974 TO TRAIN VOCATIONAL TEACHERS IN THE TECHNIQUES OF MAKING A COMPREHENSIVE OCCUPATIONAL ANALYSIS. EACH ANALYSIS INCLUDES A STATEMENT OF THE VARIOUS TASKS PERFORMED IN AN OCCUPATION, WITH THE APPROPRIATE ITEMS IDENTIFIED FOR EACH TASK: TOOLS AND EQUIPMENT, PROCEDURAL KNOWLEDGE, SAFETY KNOWLEDGE, MATHEMATICS SKILLS, AND SCIENCE AND COMMUNICATION NEEDED FOR SUCCESSFUL PERFORMANCE. THE ANALYSIS DATA PROVIDED A BASIS FOR GENERATING INSTRUCTIONAL MATERIALS, COURSE OUTLINES, STUDENT PERFORMANCE OBJECTIVES, CRITERION MEASURE, AND SUPPORTING SKILLS IN THE ACADEMIC AREAS. THE RANGE OF SKILLS NEEDED IN BAKING AND MANAGING OR SUPERVISING A BAKERY OPERATION ARE COVERED IN THIS VOLUME. (AUTHOR/MF)

VT 101 834
BUERKEL, ELAINE; REHLING, JOSEPH H.
AN ANALYSIS OF THE ALTERATION SPECIALIST OCCUPATION.

OHIO STATE UNIV., COLUMBUS.
INSTRUCTIONAL MATERIALS LAB. (TRADE AND INDUSTRIAL EDUCATION).
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 404P.; SEE RELATED DOCUMENTS IN THIS ISSUE AS VT 101 823 THRU VT 101 833 AND VT 101 835 THRU VT 101 874.

DESCRIPTORS - *TASK ANALYSIS; *CLOTHING MAINTENANCE SPECIALISTS; *SEWING MACHINE OPERATORS

ABSTRACT - THE OCCUPATIONAL ANALYSIS PROJECT WAS CONDUCTED FROM JUNE 1, 1973 TO DECEMBER 30, 1974 TO TRAIN VOCATIONAL TEACHERS IN THE TEACHING OF MAKING A COMPREHENSIVE OCCUPATIONAL ANALYSIS. EACH ANALYSIS INCLUDES A STATEMENT OF THE VARIOUS TASKS PERFORMED IN AN OCCUPATION, WITH THE APPROPRIATE ITEMS IDENTIFIED FOR EACH TASK: TOOLS AND EQUIPMENT, PROCEDURAL KNOWLEDGE, SAFETY KNOWLEDGE, MATHEMATICS SKILLS, AND SCIENCE AND COMMUNICATION NEEDED FOR SUCCESSFUL PERFORMANCE. THE ANALYSIS DATA PROVIDED A BASIS FOR GENERATING INSTRUCTIONAL MATERIALS, COURSE OUTLINES, STUDENT PERFORMANCE OBJECTIVES, CRITERION MEASURES, AND SUPPORTING SKILLS IN THE ACADEMIC AREAS. THIS VOLUME PRESENTS DUTIES PERFORMED BY WORKERS IN THE TEXTILE SERVICE INDUSTRY COVERING REPAIR AND/OR ALTERATION OF CLOTHING. (AUTHOR/MF)

VT 101 854
MCGEE, PATRICIA, AND OTHERS
AN ANALYSIS OF THE LABORATORY ASSISTING OCCUPATION.

OHIO STATE UNIV., COLUMBUS.
INSTRUCTIONAL MATERIALS LAB. (TRADE AND INDUSTRIAL EDUCATION).
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 310P.; SEE RELATED DOCUMENTS IN THIS ISSUE AS VT 101 823 THRU VT 101 853 AND VT 101 855 THRU VT 101 874.

DESCRIPTORS - *TASK ANALYSIS; *MEDICAL LABORATORY ASSISTANTS; *LABORATORY TECHNIQUES; *JOB SKILLS; *OCCUPATIONAL INFORMATION; TASK PERFORMANCE; EQUIPMENT UTILIZATION

ABSTRACT - THE OCCUPATIONAL ANALYSIS PROJECT WAS CONDUCTED FROM JUNE 1, 1973 TO DECEMBER 30, 1974 TO TRAIN VOCATIONAL TEACHERS IN THE

TECHNIQUES OF MAKING A COMPREHENSIVE OCCUPATIONAL ANALYSIS. EACH ANALYSIS INCLUDES A STATEMENT OF THE VARIOUS TASKS PERFORMED IN AN OCCUPATION, WITH THE APPROPRIATE ITEMS IDENTIFIED FOR EACH TASK: TOOLS AND EQUIPMENT, PROCEDURAL KNOWLEDGE, SAFETY KNOWLEDGE, MATHEMATICS SKILLS, AND SCIENCE AND COMMUNICATION NEEDED FOR SUCCESSFUL PERFORMANCE. THE ANALYSIS DATA PROVIDED A BASIS FOR GENERATING INSTRUCTIONAL MATERIALS, COURSE OUTLINES, STUDENT PERFORMANCE OBJECTIVES, CRITERION MEASURES, AND SUPPORTING SKILLS IN THE ACADEMIC AREAS. THIS VOLUME ANALYZES THE TASKS PERFORMED BY A LABORATORY ASSISTANT WHO PERFORMS TESTS TO DETERMINE THE CHEMICAL AND PHYSICAL CHARACTERISTICS OF MATERIALS, WORKING UNDER THE DIRECTION OF A CHEMIST OR MEDICAL TECHNOLOGIST. (AUTHOR/MF)

VT 101 866
MURPHY, JUDY K., AND OTHERS
AN ANALYSIS OF THE SECONDARY SCHOOL CLERICAL AIDE OCCUPATION.

OHIO STATE UNIV., COLUMBUS. INSTRUCTIONAL MATERIALS LAB. (TRADE AND INDUSTRIAL EDUCATION).
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AVAILABLE IN VT-ERIC SET.
PUB DATE - ND 196P.; SEE RELATED DOCUMENTS IN THIS ISSUE AS VT 101 823 THRU VT 101 865 AND VT 101 867 THRU VT 101 874.

DESCRIPTORS - *TASK ANALYSIS; *TEACHER AIDES; *SCHOOL AIDES; SECONDARY SCHOOLS; CLERICAL WORKERS; *JOB SKILLS; *OCCUPATIONAL INFORMATION; TASK PERFORMANCE; EQUIPMENT UTILIZATION

ABSTRACT - THE OCCUPATIONAL ANALYSIS PROJECT WAS CONDUCTED FROM JUNE 1, 1973 TO DECEMBER 30, 1974 TO TRAIN VOCATIONAL TEACHERS IN THE TECHNIQUES OF MAKING A COMPREHENSIVE OCCUPATIONAL ANALYSIS. EACH ANALYSIS INCLUDES A STATEMENT OF THE VARIOUS TASKS PERFORMED IN AN OCCUPATION, WITH THE APPROPRIATE ITEMS IDENTIFIED FOR EACH TASK: TOOLS AND EQUIPMENT, PROCEDURAL KNOWLEDGE, SAFETY KNOWLEDGE, MATHEMATICS SKILLS, AND SCIENCE AND COMMUNICATION NEEDED FOR SUCCESSFUL PERFORMANCE. THE ANALYSIS DATA PROVIDED A BASIS FOR GENERATING INSTRUCTIONAL MATERIALS, COURSE OUTLINES, STUDENT PERFORMANCE OBJECTIVES, CRITERION MEASURES, AND SUPPORTING SKILLS IN THE ACADEMIC AREAS. THIS VOLUME ANALYZES THE TASKS OF THE SECONDARY CLERICAL TEACHER'S AIDE, WHO MAY PERFORM A VARIETY OF CLERICAL DUTIES IN VARIOUS SCHOOL DEPARTMENTS AND OFFICES AS WELL AS ASSIST THE TEACHER WITH NONPROFESSIONAL DUTIES. (AUTHOR/MF)

VT 101 962
RASMUSSEN, CONSTANCE; COBB, PATRICIA
THE MONETARY SYSTEMS - FAMILIES. AN INSTRUCTIONAL UNIT. THE 3 R'S PLUS CAREER EDUCATION. (PREPILOT TEST COPY)

ARIZONA STATE DEPT. OF EDUCATION, PHOENIX.
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 2.
OEC-0-73-6370
PUB DATE - 73 124P.

DESCRIPTORS - *GRADE 2; *TEACHING GUIDES; *MONEY SYSTEMS; *FAMILY LIFE EDUCATION; INSTRUCTIONAL MATERIALS; LEARNING ACTIVITIES; CAREER EDUCATION; LANGUAGE ARTS; MATHEMATICS

ABSTRACT - THIS INSTRUCTIONAL UNIT WAS DEVELOPED TO HELP GRADE 2 STUDENTS BECOME AWARE OF MONEY AS A MEDIUM OF EXCHANGE. LEARNING ACTIVITIES ARE BASED ON THE THEME OF THE ECONOMIC NEEDS OF A FAMILY. THE MAJOR TOPICS COVERED IN THE UNIT ARE: COUNTING MONEY, EARNING MONEY, SPENDING MONEY, MONEY SUBSTITUTES, AND FINANCIAL INSTITUTIONS. OBJECTIVES WHICH ENCOURAGE THE LEARNER TO APPLY NEW KNOWLEDGE TO PERSONAL SITUATIONS ARE INCLUDED. A VARIETY OF ACTIVITIES SUCH AS ROLE PLAYING, ART ACTIVITIES, MANIPULATION OF COINS AND BILLS, AND THE VISITS OF

GUEST SPEAKERS ARE USED TO HELP STUDENTS MEET THE OBJECTIVES OF THE UNITS. (AUTHOR/VA)

VT 101 970
CAREER DEVELOPMENT DATA GATHERING INSTRUMENTATION. (DELAWARE'S OCCUPATIONAL-VOCATIONAL EDUCATION MODEL).

MILFORD SCHOOL DISTRICT, DEL. DELAWARE STATE BOARD FOR VOCATIONAL EDUCATION, MILFORD; BUREAU OF ADULT, VOCATIONAL, AND TECHNICAL EDUCATION (DHEW/OE), WASHINGTON, D.C.
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 2.
PUB DATE - AUG73 69P.; SEE RELATED DOCUMENTS VT 101 971, VT 101 972 AND VT 101 973 IN THIS ISSUE.

DESCRIPTORS - *CAREER EDUCATION; *MEASUREMENT INSTRUMENTS; *EVALUATION METHODS; *CURRICULUM RESEARCH; RESOURCE GUIDES; CURRICULUM PLANNING; CURRICULUM EVALUATION
IDENTIFIERS - DELAWARE

ABSTRACT - THIS BOOKLET IS AN ANNOTATED COMPILATION OF DATA-GATHERING INSTRUMENTATION USED BY THE DELAWARE OCCUPATIONAL-VOCATIONAL EDUCATION MODEL. IT IS INTENDED TO AID IN PLANNING, IMPLEMENTING, AND EVALUATING CAREER EDUCATION PROGRAMS. THE BOOKLET CONTAINS TWO SECTIONS: THE FIRST INCLUDES INSTRUMENTS DEVELOPED BY PROJECT PERSONNEL FOR SPECIFIC USE IN THE LOCAL SCHOOL SYSTEM; THE SECOND LISTS COMMERCIALLY AVAILABLE INSTRUMENTS THAT CAN BE USED IN CAREER EDUCATION PROGRAMS. INCLUDED ARE INSTRUMENTS WHICH ASSESS THE FOLLOWING: (1) CAREER AWARENESS, (2) PERSONALITY VARIABLES, (3) OCCUPATIONAL PROFILES, (4) ATTITUDES, (5) BASIC EDUCATIONAL EXPERIENCES, AND (6) VOCATIONAL MATURITY. A SAMPLE OF EACH PROJECT-GENERATED INSTRUMENT APPEARS. (NJ)

VT 101 978
WADE, CLIFTON S., AND OTHERS
CAREER-CENTERED CURRICULUM FOR VOCATIONAL COMPLEXES IN MISSISSIPPI. INTRODUCTION TO CAREER EXPLORATION.

MISSISSIPPI STATE BOARD FOR VOCATIONAL EDUCATION, JACKSON.; JONES COUNTY BOARD OF EDUCATION, MISS.
BUREAU OF ADULT, VOCATIONAL, AND TECHNICAL EDUCATION (DHEW/OE), WASHINGTON, D.C.
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OEC-0-70-5177(361)
PUB DATE - ND 162P.; SEE RELATED DOCUMENTS VT 101 976, VT 101 977, VT 101 979 AND VT 102 118 IN THIS ISSUE.

DESCRIPTORS - *DEVELOPMENTAL PROGRAMS; *CURRICULUM GUIDES; *CAREER EDUCATION; *JUNIOR HIGH SCHOOL STUDENTS; OCCUPATIONAL CLUSTERS; INTEGRATED CURRICULUM
IDENTIFIERS - *CAREER EXPLORATION; JONES COUNTY; MISSISSIPPI

ABSTRACT - THIS CURRICULUM GUIDE FOR THE FIRST LEVEL OF THE CAREER EXPLORATION PHASE OF CAREER EDUCATION, DESIGNED FOR USE WITH JUNIOR HIGH STUDENTS, IS PART OF A TOTAL CAREER EDUCATION PROGRAM IN THE JONES COUNTY SCHOOL SYSTEM IN MISSISSIPPI. THE DOCUMENT CONTAINS SIX 6-WEEK UNITS OF INSTRUCTION: (1) INTRODUCTION TO CAREER EXPLORATION; (2) INDUSTRIAL AND RELATED OCCUPATIONS; (3) DIVERSIFIED SERVICES; (4) PUBLIC SERVICE OCCUPATIONS; (5) PRODUCTION, DISTRIBUTION, AND MANAGEMENT OCCUPATIONS; AND (6) EVALUATION AND PLANNING. INSTRUCTIONAL OBJECTIVES ARE WRITTEN IN BEHAVIORAL TERMS, LEARNING EXPERIENCES ARE DIRECTLY RELATED TO THE OBJECTIVES, AND EVALUATIONS ARE BASED ON EXPECTED OUTCOMES STATED IN THE OBJECTIVES. LISTS OF RESOURCES ACCOMPANY EACH UNIT. (NJ)

VT 101 983
NORTH DAKOTA EXEMPLARY PROJECT IN CAREER DEVELOPMENT. KINDERGARTEN CLASSROOM ACTIVITIES.

NORTH DAKOTA STATE BOARD FOR VOCATIONAL EDUCATION, BISMARCK. BUREAU OF ADULT, VOCATIONAL, AND TECHNICAL EDUCATION (DHEW/OE), WASHINGTON, D.C.
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 2.
OEG-0-70-4752(361)
PUB DATE - 30JUN73 99P.; SEE RELATED DOCUMENTS VT 101 984 THRU VT 101 989 IN THIS ISSUE.

DESCRIPTORS - *CAREER EDUCATION; *DEVELOPMENTAL PROGRAMS; VOCATIONAL DEVELOPMENT; *CAREER AWARENESS; *CLASS ACTIVITIES; SELF CONCEPT; OCCUPATIONAL INFORMATION; TEACHING GUIDES; RESOURCE MATERIALS; *KINDERGARTEN
IDENTIFIERS - *NORTH DAKOTA

ABSTRACT - THE NORTH DAKOTA EXEMPLARY PROJECT IN CAREER EDUCATION WAS DEVELOPED AND FIELD-TESTED IN THE BISMARCK DISTRICT AND IN OTHER SCHOOLS THAT BECAME INVOLVED DURING 1970-1973. MATERIALS WERE COMPILED FOR TEACHER USE IN INTEGRATING CAREER EDUCATION ACTIVITIES INTO THE EXISTING CURRICULUM, ADAPTED TO LOCAL SCHOOL NEEDS. INCLUDED ARE CAREER EDUCATION PHILOSOPHY (K-6), OBJECTIVES, AND DEVELOPMENT CONCEPTS. KINDERGARTEN OBJECTIVES ARE TO DEVELOP SOCIAL GROWTH, SELF-AWARENESS, AND POSITIVE ATTITUDES TOWARD THE WORLD OF WORK. THIS VOLUME CONTAINS KINDERGARTEN MATERIALS ON HOME AND FAMILIES, SELF-AWARENESS, AWARENESS OF ENVIRONMENT, IMMEDIATE NEIGHBORHOOD, AND HOLIDAYS. RESOURCE MATERIALS GUIDELINES ARE APPENDED. (AUTHOR/MF)

VT 101 988
NORTH DAKOTA EXEMPLARY PROJECT IN CAREER EDUCATION. GRADE FIVE CLASSROOM ACTIVITIES.

NORTH DAKOTA STATE BOARD FOR VOCATIONAL EDUCATION, BISMARCK. BUREAU OF ADULT, VOCATIONAL, AND TECHNICAL EDUCATION (DHEW/OE), WASHINGTON, D.C.
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 2.
OEG-0-70-4752(361)
PUB DATE - 30JUN73 178P.; SEE RELATED DOCUMENTS VT 101 983 THRU VT 101 987 AND VT 101 989 IN THIS ISSUE.

DESCRIPTORS - *CAREER EDUCATION; *DEVELOPMENTAL PROGRAMS; VOCATIONAL DEVELOPMENT; *CAREER AWARENESS; *CLASS ACTIVITIES; SELF CONCEPT; OCCUPATIONAL INFORMATION; TEACHING GUIDES; RESOURCE MATERIALS; *GRADE 5; JOB SKILLS; OCCUPATIONAL CLUSTERS; SKILL DEVELOPMENT
IDENTIFIERS - *NORTH DAKOTA

ABSTRACT - THE NORTH DAKOTA EXEMPLARY PROJECT IN CAREER EDUCATION WAS DEVELOPED AND FIELD-TESTED IN THE BISMARCK DISTRICT AND IN OTHER SCHOOLS THAT BECAME INVOLVED DURING 1970-1973. MATERIALS WERE COMPILED FOR TEACHERS' USE IN INTEGRATING CAREER EDUCATION ACTIVITIES INTO THE EXISTING CURRICULUM, ADAPTED TO LOCAL SCHOOL NEEDS. INCLUDED ARE CAREER EDUCATION PHILOSOPHY (K-6), OBJECTIVES, AND DEVELOPMENT CONCEPTS. TEN BROAD OBJECTIVES ARE LISTED FOR GRADES 4-6, EXPANDING THE OBJECTIVES FOR THE PRIMARY GRADES. MATERIALS ON ACTIVITIES FOR VARIOUS ELEMENTS OF CAREER EDUCATION SUITABLE TO GRADE 5 ARE PRESENTED UNDER SELF-AWARENESS, CAREER AWARENESS, SKILL AWARENESS, EMPLOYABILITY SKILLS, DECISION-MAKING SKILLS, APPRECIATIONS AND ATTITUDES, AND ECONOMIC AWARENESS. SUGGESTED SUBJECT AREAS ARE MATH, SCIENCE, SOCIAL STUDIES, PHYSICAL EDUCATION, LANGUAGE ARTS, AND MUSIC. RESOURCE MATERIALS GUIDELINES ARE APPENDED. (AUTHOR/MF)

VT 101 989
NORTH DAKOTA EXEMPLARY PROJECT IN CAREER EDUCATION. GRADE SIX CLASSROOM ACTIVITIES.

NORTH DAKOTA STATE BOARD FOR VOCATIONAL EDUCATION, BISMARCK. BUREAU OF ADULT, VOCATIONAL, AND TECHNICAL EDUCATION (DHEW/OE), WASHINGTON, D.C.
MF AND HC AVAILABILITY WILL BE

ANNOUNCED IN VOL. 9, NO. 2.
OEG-0-70-4752(361)
PUB DATE - 30JUN73 141P.; SEE RELATED DOCUMENTS VT 101 983 THRU VT 101 988 IN THIS ISSUE.

DESCRIPTORS - *CAREER EDUCATION; *DEVELOPMENTAL PROGRAMS; VOCATIONAL DEVELOPMENT; *CAREER AWARENESS; *CLASS ACTIVITIES; SELF CONCEPT; OCCUPATIONAL INFORMATION; TEACHING GUIDES; RESOURCE MATERIALS; *GRADE 6; JOB SKILLS; OCCUPATIONAL CLUSTERS; SKILL DEVELOPMENT
IDENTIFIERS - *NORTH DAKOTA

ABSTRACT - TEN BROAD OBJECTIVES ARE LISTED FOR GRADES 4-6, EXPANDING THOSE FOR THE PRIMARY GRADES. MATERIALS ON ACTIVITIES FOR VARIOUS ELEMENTS OF CAREER EDUCATION SUITABLE TO GRADE 6 ARE PRESENTED UNDER SELF-AWARENESS, CAREER AWARENESS, DECISION-MAKING SKILLS, APPRECIATIONS AND ATTITUDES, ECONOMIC AWARENESS, SKILL AWARENESS, AND EMPLOYABILITY SKILLS. SUGGESTED SUBJECT AREAS ARE MATH, SCIENCE, LANGUAGE ARTS, SOCIAL STUDIES, GENERAL, ART, AND PHYSICAL EDUCATION. SOMEWHAT MORE DETAILED JOB INFORMATION IS PROVIDED. RESOURCE MATERIALS GUIDELINES ARE APPENDED. (AUTHOR/MF)

VT 101 991
STEWART, JAMES C., COMP.
CONSUMER AND HOMEMAKING K-1-2. MANUAL FOR CAREER EDUCATION.

KNOX COUNTY SCHOOLS, KNOXVILLE, TENN.
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 2.
PUB DATE - ND 68P.; SEE RELATED DOCUMENTS VT 101 992 THRU VT 101 996 IN THIS ISSUE.

DESCRIPTORS - *CAREER EDUCATION; *CURRICULUM GUIDES; CLASS ACTIVITIES; RESOURCE MATERIALS; *CONSUMER EDUCATION; *HOMEMAKING EDUCATION; KINDERGARTEN; GRADE 1; GRADE 2
IDENTIFIERS - *KNOX COUNTY SCHOOLS; TENNESSEE

ABSTRACT - OBJECTIVES OF THE SPICE (SCHOOL PROGRAMS IN CAREER EDUCATION) CURRICULUM GUIDES ARE CONCERNED WITH THE AREAS OF SELF-CONCEPT, DIGNITY OF WORK, CHANGE IS CONSTANT IN CAREERS, AND RELEVANCE OF SCHOOL TO WORK. THE CAREER EDUCATION CURRICULUM IN THIS VOLUME PRESENTS UNITS WHICH MAY BE TAUGHT AS SEPARATE SUBJECTS, INCORPORATED INTO ALL AREAS OF THE EXISTING CURRICULUM, OR USED AS THE TOTAL CURRICULUM, WITH TEXTS AS REFERENCES. EACH UNIT CONTAINS SUGGESTED ASSIGNMENTS AND ACTIVITIES IN MATH, LANGUAGE ARTS, SCIENCE, AND ART. THE CONSUMER AND HOMEMAKING UNITS FOR KINDERGARTEN, GRADE 1, AND GRADE 2 PROVIDE ACTIVITIES AND RESOURCES FOR VERY YOUNG CHILDREN TO ACQUIRE BEGINNING KNOWLEDGE AND HABITS NEEDED FOR CAREERS IN THESE FIELDS. (AUTHOR/MF)

VT 101 992
STEWART, JAMES C., COMP.
CONSUMER AND HOMEMAKING 3-4. MANUAL FOR CAREER EDUCATION.

KNOX COUNTY SCHOOLS, KNOXVILLE, TENN.
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 2.
PUB DATE - ND 80P.; SEE RELATED DOCUMENTS VT 101 991 AND VT 101 993 THRU VT 101 996 IN THIS ISSUE.

DESCRIPTORS - *CAREER EDUCATION; *CURRICULUM GUIDES; CLASS ACTIVITIES; RESOURCE MATERIALS; *CAREER AWARENESS; *CONSUMER EDUCATION; *HOMEMAKING EDUCATION; GRADE 3; GRADE 4
IDENTIFIERS - *KNOX COUNTY SCHOOLS; TENNESSEE

ABSTRACT - OBJECTIVES OF THE SPICE (SCHOOL PROGRAMS IN CAREER EDUCATION) CURRICULUM GUIDES ARE CONCERNED WITH THE AREAS OF SELF-CONCEPT, DIGNITY OF WORK, CHANGE IS CONSTANT IN CAREERS, AND RELEVANCE OF SCHOOL TO WORK. THE CAREER EDUCATION CURRICULUM IN THIS VOLUME PRESENTS UNITS WHICH MAY BE TAUGHT AS SEPARATE SUBJECTS, INCORPORATED

INTO ALL AREAS OF THE EXISTING CURRICULUM, OR USED AS THE TOTAL CURRICULUM, WITH TEXTS AS REFERENCES. EACH UNIT CONTAINS SUGGESTED ASSIGNMENTS AND ACTIVITIES IN MATH, LANGUAGE ARTS, SCIENCE, AND ART. THE CONSUMER AND HOMEMAKING UNITS FOR GRADES 3 AND 4 ARE PRESENTED SO AS TO BRING ABOUT CAREER AWARENESS BY EXPOSING THE CHILDREN TO VARIOUS JOBS. NO ATTEMPT IS MADE TO LEARN ABOUT WORKERS. (AUTHOR/MF)

VT 101 993
CONSUMER AND HOMEMAKING 5-6. MANUAL FOR CAREER EDUCATION.

KNOX COUNTY SCHOOLS, KNOXVILLE, TENN.
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 2.
PUB DATE - ND 89P.; SEE RELATED DOCUMENTS VT 101 991, VT 101 992 AND VT 101 994 THRU VT 101 996 IN THIS ISSUE.

DESCRIPTORS - *CAREER EDUCATION; *CURRICULUM GUIDES; CLASS ACTIVITIES; RESOURCE MATERIALS; *CAREER AWARENESS; *CONSUMER EDUCATION; *HOMEMAKING EDUCATION; GRADE 5; GRADE 6
IDENTIFIERS - *KNOX COUNTY SCHOOLS; TENNESSEE

ABSTRACT - OBJECTIVES OF THE SPICE (SCHOOL PROGRAMS IN CAREER EDUCATION) CURRICULUM GUIDES ARE CONCERNED WITH THE AREAS OF SELF-CONCEPT, DIGNITY OF WORK, CHANGE IS CONSTANT IN CAREERS, AND RELEVANCE OF SCHOOL TO WORK. THE CAREER EDUCATION CURRICULUM IN THIS VOLUME PRESENTS UNITS WHICH MAY BE TAUGHT AS SEPARATE SUBJECTS, INCORPORATED INTO ALL AREAS OF THE EXISTING CURRICULUM, OR USED AS THE TOTAL CURRICULUM, WITH TEXTS AS REFERENCES. EACH UNIT CONTAINS SUGGESTED ASSIGNMENTS AND ACTIVITIES IN MATH, LANGUAGE ARTS, SCIENCE, AND ART. THE CONSUMER AND HOMEMAKING CLUSTER FOR GRADES 5 AND 6 OFFERS OPPORTUNITIES FOR LEARNING ABOUT JOBS BY INVOLVING THE STUDENTS IN ACTIVITIES THAT CAN BE REPRODUCED OR SIMULATED IN THE CLASSROOM. IT ALSO STRESSES PRE-OCCUPATIONAL LEARNING, WITH JOB INTERVIEWING SIMULATION. (AUTHOR/MF)

VT 102 003
CAREER EDUCATION.

FOREST PARK JUNIOR HIGH SCHOOL, SPRINGFIELD, MASS. CAREER INFORMATION CENTER.
SPRINGFIELD PUBLIC SCHOOLS, MASS.
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 2.
PUB DATE - ND 31P.

DESCRIPTORS - *CAREER EDUCATION; *RESOURCE GUIDES; *TEACHING GUIDES; *JUNIOR HIGH SCHOOL STUDENTS

ABSTRACT - THE PURPOSE OF THIS RESOURCE GUIDE IS TO PROVIDE A GENERAL CONCEPTUAL FRAMEWORK AND SUGGESTED TECHNIQUES AND MATERIALS TO INTEGRATE CAREER DEVELOPMENT EXPERIENCES INTO THE JUNIOR HIGH CURRICULUM. THE MAJOR CONCEPTS AND STRATEGIES MOTIVATING THIS RESOURCE GUIDE ARE: (1) THE DEVELOPMENTAL NATURE OF K-12 CAREER EDUCATION, (2) THE INVOLVEMENT OF ALL CURRICULUM AREAS IN CAREER DEVELOPMENT, (3) THE UTILIZATION OF COMMUNITY RESOURCES IN A MORE COMPREHENSIVE AND DIRECTED FASHION AS ILLUSTRATED BY FIELD TRIPS FOCUSED ON THE WORLD OF WORKERS, AND COMMUNITY RESOURCE CENTERS PROVIDING INTERVIEW SUBJECTS AND IN-SCHOOL SPEAKERS, AND (4) THE APPLICATION OF TEACHING-LEARNING STRATEGIES FROM THE AREAS OF GROUP DYNAMICS, SIMULATION, AND SYSTEMS ANALYSIS. (AUTHOR)

VT 102 012
CAREER EDUCATION STUDY UNIT. BRIDGEPORT'S EXEMPLARY PROJECT IN CAREER EDUCATION 1973-1974.

BRIDGEPORT BOARD OF EDUCATION, CONN.
BUREAU OF ADULT, VOCATIONAL, AND TECHNICAL EDUCATION (DHEW/OE), WASHINGTON, D.C.
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 2.
OEG-0-71-0679(361)

PUB DATE - ND 138P.; SEE RELATED DOCUMENTS VT 102 010, VT 102 011, VT 102 154 AND VT 102 155 IN THIS ISSUE.

DESCRIPTORS - *CAREER EDUCATION; DEVELOPMENTAL PROGRAMS; CURRICULUM; ELEMENTARY GRADES; GRADE 7; GRADE 8; *TEACHING GUIDES
IDENTIFIERS - BRIDGEPORT; CONNECTICUT; CAREER EXPLORATION

ABSTRACT - THIS STUDY UNIT IS INTENDED FOR USE BY TEACHERS IN AN EXEMPLARY PROJECT IN CAREER EDUCATION IN BRIDGEPORT, CONNECTICUT FOR THE SCHOOL YEAR 1973-1974. IT CONSISTS OF THREE COMPLETE UNITS EACH FOR THE KINDERGARTEN THROUGH GRADE 8 LEVELS WITH FIVE CAREER CLUSTERS IDENTIFIED FOR GRADES 6, 7, AND 8. THE UNITS FOR USE AT THE KINDERGARTEN LEVEL FOCUS ON PARENTS AND WORK -- IN THE HOME, OUTSIDE THE HOME, AND VOLUNTEER WORK. GRADES 1 AND 2 STUDY JOBS IN SCHOOL AND COMMUNITY. THE UNITS FOR GRADES 3 AND 4 CENTER AROUND OCCUPATIONS IN LOCAL AND STATE GOVERNMENT, COMMUNICATIONS IN BRIDGEPORT, AND MANUFACTURING IN CONNECTICUT. SOME OF THE UNIT TOPICS FOR GRADES 5 THROUGH 8 ARE: TRANSPORTATION, MANUFACTURING, MARINE SCIENCE, HOSPITALITY AND RECREATION, MARKETING AND DISTRIBUTION, AND ENVIRONMENT. EACH UNIT INCLUDES ITS GOALS, BEHAVIORAL OBJECTIVES, AND ACTIVITIES. MANY ALSO INCLUDE SAMPLE TESTS, MATERIALS AND RESOURCES, AND BIBLIOGRAPHIES. SHORT CAREER EXPLORATORY COURSES IN COSMETOLOGY, HORTICULTURE, AND MUSICAL INSTRUMENT REPAIR ARE ALSO OUTLINED. (NJ)

VT 102 026
CANEI, ROBERT A.
TEACHER TACTICS.

OHIO STATE UNIV., COLUMBUS. DISTRIBUTIVE EDUCATION MATERIALS LAB.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 2.
OHIO DISTRIBUTIVE EDUCATION MATERIALS LABORATORY, THE OHIO STATE UNIVERSITY, 1885 NEIL AVENU
115 TOWNSHEND HALL, COLUMBUS, OHIO
43210.
PUB DATE - ND 137P.

DESCRIPTORS - *TEACHING METHODS; *INSTRUCTIONAL MATERIALS; *TEACHING SKILLS; *TEACHING TECHNIQUES; *EFFECTIVE TEACHING; CLASSROOM TECHNIQUES; INSTRUCTIONAL AIDS; LESSON PLANS

ABSTRACT - THE OBJECTIVE OF THIS HANDBOOK IS TO ACQUAINT THE INEXPERIENCED INSTRUCTOR WITH THE ESSENTIAL FACTORS IN THE TEACHING SITUATION: (1) CHARACTERISTICS OF THE STUDENT, (2) OBJECTIVES OF THE COURSE OF INSTRUCTION, (3) HOW TO PLAN AND PRESENT THE LESSON, (4) INSTRUCTIONAL METHODS, (5) VARIOUS AIDS TO INSTRUCTION, AND (6) RESOURCES FOR MATERIALS. THE SUGGESTIONS CONTAINED IN THE HANDBOOK ARE ALSO USEFUL TO THE EXPERIENCED INSTRUCTOR AGAINST WHICH HIS PAST PRACTICES CAN BE EVALUATED AND HOPEFULLY IMPROVED. THE LAST SECTION PRESENTS TIPS ON TEACHING ADULTS. (AUTHOR/VA)

VT 102 027
HUMAN RELATIONS REVISED. A TRAINING COURSE FOR PEOPLE WHO MANAGE PEOPLE.

OHIO STATE UNIV., COLUMBUS. DISTRIBUTIVE EDUCATION MATERIALS LAB.
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 2.
OHIO DISTRIBUTIVE EDUCATION MATERIALS LABORATORY, THE OHIO STATE UNIVERSITY, 1885 NEIL AVENUE, 115 TOWNSHEND HALL, COLUMBUS, OHIO 43210.
PUB DATE - ND 191P.

DESCRIPTORS - *HUMAN RELATIONS; *MANAGEMENT DEVELOPMENT; *SUPERVISORY TRAINING; *INSTRUCTIONAL MATERIALS; ORGANIZATIONAL DEVELOPMENT; PERSONALITY; ORGANIZATIONAL COMMUNICATION; PROBLEM SOLVING; JOB SATISFACTION

ABSTRACT - A HUMAN RELATIONS TRAINING MANUAL FOR SUPERVISORS WHICH CONSISTS OF EIGHT 2-HOUR SESSIONS. THE FIRST SESSION IS DEVOTED TO LAYING A FRAMEWORK FOR DEVELOPING A HUMAN RELATIONS ATTITUDE. THE SECOND, THIRD, AND FOURTH SESSIONS ARE DEVOTED TO THE "FOUR KEYS OF GOOD HUMAN RELATIONS." SESSION FIVE COVERS COMMUNICATION. GRIEVANCES AND DISCIPLINE ARE COVERED IN SESSION SIX, AND THE SEVENTH AND EIGHTH SESSIONS COVER THE "FOUR STEP METHOD TO PROBLEM SOLVING." MATERIALS FOR HANDOUTS AND TRANSPARENCIES ARE PROVIDED AT THE END OF EACH SESSION. (AUTHOR/VA)

VT 102 028
HAWLEY, DEAN A.
A TRAINING COURSE FOR WAITERS AND WAITRESSES.

OHIO STATE UNIV., COLUMBUS. DISTRIBUTIVE EDUCATION MATERIALS LAB.
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 2.
OHIO DISTRIBUTIVE EDUCATION MATERIALS LABORATORY, THE OHIO STATE UNIVERSITY, 1885 NEIL AVENUE, 115 TOWNSHEND HALL, COLUMBUS, OHIO 43210.
PUB DATE - ND 137P.

DESCRIPTORS - *FOOD SERVICE OCCUPATIONS; *FOOD SERVICE WORKERS; *INSTRUCTIONAL MATERIALS; *JOB TRAINING

ABSTRACT - THE TREMENDOUS GROWTH OF THE FOOD SERVICE INDUSTRY HAS CREATED A NEED FOR WELL-TRAINED EMPLOYEES IN THE RESTAURANT BUSINESS. THIS MANUAL PROVIDES MATERIAL FOR WAITER AND WAITRESS TRAINING IN DEVELOPING THE OVERALL REQUIRED SKILLS. THE COURSE IS PRESENTED IN FOUR MAJOR SECTIONS: (1) RELATIONS-HUMAN AND CUSTOMER, (2) SANITATION AND FOOD HANDLING, (3) PREPARATION AND SERVICE, AND (4) SEQUENCE OF SERVICE AND PRESENTING THE CHECK. EACH SECTION CONSISTS OF A 3-HOUR SESSION WHICH CAN BE EXPANDED OR SHORTENED AS REQUIRED. OVERHEAD MASTERS, HANDOUTS, AND SKETCHES OF NEEDED MATERIALS ARE INCLUDED AT THE END OF EACH SECTION. (VA)

VT 102 031
KUEBBELER, GARY L.
GOING INTO BUSINESS FOR YOURSELF.

OHIO STATE UNIV., COLUMBUS. DISTRIBUTIVE EDUCATION MATERIALS LAB.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 2.
OHIO DISTRIBUTIVE EDUCATION MATERIALS LABORATORY, THE OHIO STATE UNIVERSITY, 1885 NEIL AVENUE, 115 TOWNSHEND HALL, COLUMBUS, OHIO 43210.
PUB DATE - ND 273P.

DESCRIPTORS - *BUSINESS ADMINISTRATION; *EXPERIMENTAL CURRICULUM; *INSTRUCTIONAL MATERIALS; *GRADE 11; *GRADE 12; DISTRIBUTIVE EDUCATION; LESSON PLANS; STUDENT PROJECTS
IDENTIFIERS - *ENTREPRENEURS

ABSTRACT - THE PURPOSE OF THIS EXPERIMENTAL CURRICULUM IS TO GIVE GRADE 11 AND GRADE 12 STUDENTS AN UNDERSTANDING OF THE PROBLEMS AND DECISIONS THAT FACE EVERY BUSINESSMAN IN STARTING AND MANAGING A BUSINESS. INCLUDED IN THIS MANUAL ARE 15 LESSON PLANS AND A MAJOR STUDENT PROJECT. THE PROJECT ATTEMPTS TO SERVE AS A CULMINATING ACTIVITY FOR MANY OF THE TOPICS DISCUSSED THROUGHOUT THE SCHOOL YEAR IN DISTRIBUTIVE EDUCATION CLASSES. THE PROJECT IS FLEXIBLE AND PERMITS THE TEACHER-COORDINATOR TO ADJUST BOTH THE TIMETABLE AND TYPE OF ASSIGNMENTS TO HIS PARTICULAR PURPOSES. THE LESSON PLANS WERE WRITTEN SO THAT THE MATERIAL COULD BE PRESENTED IN 20 MINUTES OR LESS. (AUTHOR/VA)

VT 102 032
CANEI, ROBERT A.
TRAINING IN YOUR COMMUNITY FOR TOURISM.

OHIO STATE UNIV., COLUMBUS. DISTRIBUTIVE EDUCATION MATERIALS LAB.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 2.
OHIO DISTRIBUTIVE EDUCATION MATERIALS LABORATORY, THE OHIO STATE UNIVERSITY, 1885 NEIL AVENUE, 115 TOWNSHEND HALL, COLUMBUS, OHIO 43210.
PUB DATE - ND 189P.

DESCRIPTORS - *TOURISM; *ADULT VOCATIONAL EDUCATION; DISTRIBUTIVE EDUCATION; SERVICE OCCUPATIONS; HUMAN RELATIONS; *INSTRUCTIONAL MATERIALS; *TEACHING GUIDES

ABSTRACT - BECAUSE MANY DIFFERENT TYPES OF SERVICE OCCUPATIONS AND INDUSTRIES MAY BE INVOLVED WITH TOURISTS, THIS MANUAL HAS BEEN DEVELOPED SO THAT THE INSTRUCTOR MAY ADD OR DELETE FROM ITS CONTENT. THE MANUAL CONTAINS TOPICAL OUTLINES AND SUGGESTIONS FOR INSTRUCTORS IN FOUR SESSIONS. OTHER SECTIONS FOR PROGRAM DEVELOPMENT CONTAINED IN THE MANUAL ARE AGENDA AND CLASS EVALUATION, FILMS, SLIDES, PROMOTIONAL MATERIAL, AND SUPPLEMENTARY INFORMATION. (MF)

VT 102 034
KOENINGER, JIMMY G.
HUMAN RELATIONS GAMES. BOOK ONE.

OHIO STATE UNIV., COLUMBUS. DISTRIBUTIVE EDUCATION MATERIALS LAB.
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 2.
OHIO DISTRIBUTIVE EDUCATION MATERIALS LABORATORY, THE OHIO STATE UNIVERSITY, 1885 NEIL AVENUE, 115 TOWNSHEND HALL, COLUMBUS, OHIO 43210.
PUB DATE - ND 61P.

DESCRIPTORS - *MANAGEMENT GAMES; *HUMAN RELATIONS; *INSTRUCTIONAL MATERIALS; PROBLEM SOLVING; COMMUNICATION SKILLS; GROUP ACTIVITIES; GROUP DYNAMICS; DECISION MAKING SKILLS

ABSTRACT - THE NEED FOR CLASSROOM MATERIALS WHICH ENCOURAGE TOTAL STUDENT INVOLVEMENT SERVED AS THE BASIS FOR THIS MANUAL. FOUR GAMES RELATED TO THE DEVELOPMENT OF HUMAN RELATIONS SKILLS ARE PRESENTED. IN THE FIRST GAME, PARTICIPANTS COMPETE AS MEMBERS OF A TEAM IN PERFORMING A TASK UNDER THREE TYPES OF COMMUNICATION SITUATIONS: (1) ONE-WAY COMMUNICATION, (2) TWO-WAY COMMUNICATION, AND (3) TWO-WAY COMMUNICATION PLUS VISUAL AIDS. THE SECOND GAME EMPHASIZES SKILLS IN GOAL-SETTING BOTH FOR INDIVIDUALS AND GROUPS. THE THIRD GAMING ACTIVITY DEMONSTRATES THE NEED FOR COOPERATION AMONG MEMBERS OF A GROUP TO ACCOMPLISH A GROUP TASK. THE FOURTH GAME PROVIDES THE PARTICIPANTS WITH AN OPPORTUNITY TO IDENTIFY THE PRINCIPLES OF GROUP CONSENSUS MAKING. PERFORMANCE OBJECTIVES, REQUIRED MATERIALS, AND PROCEDURES FOR CONDUCTING THE ACTIVITY ARE SPECIFIED IN DETAIL FOR EACH GAME. (VA)

VT 102 044
COMPETENCY BASED EDUCATION. AN ANNOTATED BIBLIOGRAPHY.

WEST VIRGINIA STATE DEPT. OF EDUCATION, CHARLESTON. BUREAU OF VOCATIONAL, TECHNICAL, AND ADULT EDUCATION.
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 2.
PUB DATE - 74 53P.

DESCRIPTORS - *ANNOTATED BIBLIOGRAPHIES; *PERFORMANCE BASED EDUCATION; *VOCATIONAL EDUCATION; RESOURCE GUIDES

ABSTRACT - MATERIALS INCLUDED IN THIS BIBLIOGRAPHY WERE COLLECTED DURING 1974 FOR THE EDUCATION PROFESSIONS DEVELOPMENT ACT PROJECT, "FAMILIARIZING TEACHERS WITH NEW CURRICULUM MATERIALS". OBJECTIVES OF THIS PROJECT WERE TO TRAIN VOCATIONAL TEACHERS IN COMPETENCY-BASED CURRICULAR MODELS THE MATERIALS LISTED IN THIS BIBLIOGRAPHY ARE GROUPED AS FOLLOWS: AGRICULTURAL EDUCATION, ALLIED HEALTH OCCUPATIONS

EDUCATION, BUSINESS AND OFFICE EDUCATION, HOME ECONOMICS EDUCATION, AND TRADE, INDUSTRIAL, AND TECHNICAL EDUCATION. EACH ENTRY NOTES THE AVAILABILITY AND COST OF THE ITEM. (AUTHOR/NJ)

VT 102 070
HORN, FERN M.; BARSNESS, ANITA O.
INSTRUCTIONAL MATERIALS FOR USE WITH EDUCABLE MENTALLY RETARDED STUDENTS ENROLLED IN HOME ECONOMICS CLASSES.

WISCONSIN UNIV., STEVENS POINT.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.; WISCONSIN STATE DEPT. OF PUBLIC INSTRUCTION, MADISON. BUREAU FOR CAREER AND MANPOWER DEVELOPMENT.
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 2.
PUB DATE - MAY75 303P.; SEE RELATED DOCUMENT VT 102 071 IN THIS ISSUE.

DESCRIPTORS - *EDUCABLE MENTALLY HANDICAPPED; *INSTRUCTIONAL MATERIALS; *HOME ECONOMICS EDUCATION; *ANNOTATED BIBLIOGRAPHIES; CHILD DEVELOPMENT; INDIVIDUAL DEVELOPMENT; FAMILY RELATIONSHIP; CLOTHING INSTRUCTION; CONSUMER EDUCATION; NUTRITION

ABSTRACT - THESE INSTRUCTIONAL MATERIALS ARE INTENDED FOR USE WITH THE EDUCABLE MENTALLY HANDICAPPED STUDENTS WHO ARE MAINSTREAMED INTO HOME ECONOMICS CLASSES. THE MATERIALS ARE DIVIDED INTO FIVE SUBSTANTIVE CONTENT AREAS: (1) CHILD DEVELOPMENT; (2) PERSONAL DEVELOPMENT; (3) CLOTHING AND TEXTILES; (4) CONSUMER EDUCATION; AND (5) FOODS AND NUTRITION. AN ANNOTATED BIBLIOGRAPHY OF INSTRUCTIONAL MATERIALS FOR USE BY HOME ECONOMICS TEACHERS WITH EDUCABLE MENTALLY HANDICAPPED STUDENTS IS APPENDED. (VA)

VT 102 071
HORN, FERN M.; BARSNESS, ANITA O.
DEVELOPMENT OF INSTRUCTIONAL MATERIALS FOR USE BY HOME ECONOMICS TEACHERS WITH EMR STUDENTS.

WISCONSIN UNIV., STEVENS POINT.
OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.; WISCONSIN STATE DEPT. OF PUBLIC INSTRUCTION, MADISON. BUREAU FOR CAREER AND MANPOWER DEVELOPMENT.
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 2.
PUB DATE - 75 31P.; SEE RELATED DOCUMENT VT 102 070 IN THIS ISSUE.

DESCRIPTORS - *CURRICULUM DEVELOPMENT; *EDUCABLE MENTALLY HANDICAPPED; *HOME ECONOMICS EDUCATION; *TEACHER WORKSHOPS; INSTRUCTIONAL MATERIALS

ABSTRACT - THE PURPOSE OF THIS PROJECT WAS TO CONTINUE WITH THE DEVELOPMENT, ANALYSIS, REVISION, AND DISSEMINATION OF CURRICULUM MATERIALS FOR USE BY HOME ECONOMICS TEACHERS WITH EDUCABLE MENTALLY HANDICAPPED STUDENTS WHICH HAD BEEN INITATED DURING AN EARLIER PHASE. THE DEVELOPED MATERIALS WERE FIELD TESTED WITH STUDENTS ENROLLED IN HOME ECONOMICS CLASSES WHERE THE SPECIFIC CONCEPT WAS BEING COVERED. THE MATERIALS WERE USED WITH ALL ENROLLED STUDENTS. THE MATERIALS WERE ALSO FIELD TESTED WITH 28 TEACHERS. THE INSTRUCTIONAL MATERIALS WERE REVISED BASED ON DATA ANALYSIS AND SUGGESTIONS OF THE TEACHERS. IN-SERVICE PROGRAMS AND WORKSHOPS WERE CONDUCTED TO AID TEACHERS IN THE DEVELOPMENT AND UTILIZATION OF MATERIALS. (AUTHOR/VA)

VT 102 080
ESTABLISH CRITERIA FOR STUDENT PERFORMANCE IN A VOCATIONAL EDUCATION PROGRAM. MODULE D-1. PROFESSIONAL VOCATIONAL TEACHER EDUCATION MODULE.

OHIO STATE UNIV., COLUMBUS. CENTER FOR VOCATIONAL EDUCATION.
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 2.
PUB DATE - 11DEC72 28P.; SEE RELATED DOCUMENTS VT 102 081 THRU 102 084 IN THIS ISSUE.

DESCRIPTORS - *TEACHER EDUCATION CURRICULUM; *PERFORMANCE CRITERIA;

*VOCATIONAL EDUCATION TEACHERS; *PERFORMANCE BASED EDUCATION; STUDENT EVALUATION; STUDY GUIDES

ABSTRACT - THIS MODULE, PART OF A VOCATIONAL TEACHER EDUCATION CURRICULUM UNIT, PROVIDES INSTRUCTION IN THE ESTABLISHMENT OF CRITERIA FOR STUDENT PERFORMANCE IN VOCATIONAL EDUCATION PROGRAMS. ESTABLISHING THESE OVERALL CRITERIA INVOLVES DETERMINING THE POINTS IN TIME FOR PERFORMANCE ASSESSMENT, THE PERFORMANCE OBJECTIVES TO BE ACHIEVED, AND THE LEVEL OF PERFORMANCE REQUIRED AT EACH ASSESSMENT. THE MODULE CONTAINS FOUR LEARNING EXPERIENCES, EACH WITH OBJECTIVES, ACTIVITIES AND OUTCOMES STATED IN BEHAVIORAL TERMS. A SUPPLEMENTARY SECTION INCLUDES INFORMATION SHEETS, CHECKLISTS, AND CHARTS RELATING TO THE LEARNING EXPERIENCES. (NJ)

VT 102 081
ANALYZE AN OCCUPATION. MODULE #32, 33. PROFESSIONAL VOLATIONAL TEACHER EDUCATION MODULE.

OHIO STATE UNIV., COLUMBUS. CENTER FOR VOCATIONAL EDUCATION.
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 2.
PUB DATE - 25SEP72 30P.; SEE RELATED DOCUMENTS VT 102 080 AND VT 102 082 THRU 102 084 IN THIS ISSUE.

DESCRIPTORS - *JOB ANALYSIS; *VOCATIONAL EDUCATION TEACHERS; *TEACHER EDUCATION CURRICULUM; STUDY GUIDES; VOCATIONAL EDUCATION; BEHAVIORAL OBJECTIVES

ABSTRACT - THIS MODULE, PART OF A VOCATIONAL TEACHER EDUCATION CURRICULUM UNIT, IS DESIGNED TO PREPARE THE VOCATIONAL EDUCATION TEACHER IN OCCUPATIONAL ANALYSIS. THE MODULE CONTAINS SEVEN LEARNING EXPERIENCES WHICH REQUIRE THE PROSPECTIVE VOCATIONAL EDUCATION TEACHER TO PLAN AN OCCUPATIONAL ANALYSIS AND TO ANALYZE SPECIFIC OCCUPATIONS WITH THE AID OF RESOURCE PEOPLE AND EXISTING OCCUPATIONAL ANALYSES. A SUPPLEMENTARY SECTION CONTAINS CHECKLISTS, EVALUATION FORMS, SELF-TESTS, AND INFORMATION SHEETS RELATED TO THE LEARNING EXPERIENCES. (NJ)

VT 102 082
SELECT AND OBTAIN STUDENT INSTRUCTIONAL MATERIALS. MODULE #73, 74, 75, 78. PROFESSIONAL VOCATIONAL TEACHER EDUCATION MODULE.

OHIO STATE UNIV., COLUMBUS. CENTER FOR VOCATIONAL EDUCATION.
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 2.
PUB DATE - 03APR73 30P.; SEE RELATED DOCUMENTS VT 102 080, 102 081, 102 083 AND 102 084 IN THIS ISSUE.

DESCRIPTORS - *MEDIA SELECTION; *TEACHER EDUCATION CURRICULUM; *VOCATIONAL EDUCATION TEACHERS; LEARNING ACTIVITIES; STUDY GUIDES; INSTRUCTIONAL MATERIALS

ABSTRACT - PART OF A SERIES OF VOCATIONAL TEACHER EDUCATION MODULES, THIS LEARNING GUIDE IS DESIGNED TO HELP THE VOCATIONAL EDUCATION TEACHER SELECT AND OBTAIN INSTRUCTIONAL MATERIALS. THE MODULE CONTAINS THREE LEARNING EXPERIENCES, COMPLETE WITH OBJECTIVES, SELF-TESTS, INFORMATION SHEETS, AND CHECKLISTS. INCLUDED ALSO IS A DISCUSSION OF FACTORS TO BE CONSIDERED IN MATERIALS SELECTION SUCH AS LEVEL OF STUDENTS, AVAILABLE FACILITIES AND EQUIPMENT, AND ECONOMIC AND TIME CONSTRAINTS. IN ADDITION, THE SUPPLEMENTARY SECTION SUGGESTS POSSIBLE SOURCES OF INSTRUCTIONAL MATERIALS FOR CLASSROOM USE. (NJ)

VT 102 083
WRITE STUDENT PERFORMANCE OBJECTIVES FOR THE VOCATIONAL EDUCATION OFFERING. MODULE #39. PROFESSIONAL VOCATIONAL TEACHER EDUCATION MODULE.

OHIO STATE UNIV., COLUMBUS. CENTER FOR VOCATIONAL EDUCATION.
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 2.

PUB DATE - 18SEP72 32P.; SEE RELATED DOCUMENTS VT 102 080 THRU 102 082 AND VT 102 084 IN THIS ISSUE.

DESCRIPTORS - *BEHAVIORAL OBJECTIVES; *VOCATIONAL EDUCATION TEACHERS; *TEACHER EDUCATION CURRICULUM; LEARNING ACTIVITIES; STUDY GUIDES

ABSTRACT - THIS MODULE, PART OF A VOCATIONAL TEACHER EDUCATION CURRICULUM UNIT, IS DESIGNED TO INSTRUCT THE VOCATIONAL EDUCATION TEACHER IN WRITING PERFORMANCE OBJECTIVES. THE MODULE CONTAINS SEVEN LEARNING EXPERIENCES, EACH WITH OBJECTIVES, ACTIVITIES, AND OUTCOMES STATED IN BEHAVIORAL TERMS. A SUPPLEMENTARY SECTION INCLUDES INFORMATION SHEETS, SELF-TESTS, AND ANSWER KEYS RELATING TO THE LEARNING EXPERIENCES. (NJ)

VT 102 084
SEQUENCE STUDENT PERFORMANCE OBJECTIVES. MODULE #53, 54, 55. PROFESSIONAL VOCATIONAL TEACHER EDUCATION MODULE.

OHIO STATE UNIV., COLUMBUS. CENTER FOR VOCATIONAL EDUCATION.
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 2.
PUB DATE - 29MAR73 26P.; SEE RELATED DOCUMENTS VT 102 080 THRU 102 083 IN THIS ISSUE.

DESCRIPTORS - *TEACHER EDUCATION CURRICULUM; *VOCATIONAL EDUCATION TEACHERS; *BEHAVIORAL OBJECTIVES; SEQUENTIAL LEARNING; LEARNING ACTIVITIES; STUDY GUIDES

ABSTRACT - THIS MODULE, PART OF A VOCATIONAL TEACHER EDUCATION CURRICULUM UNIT, IS DESIGNED TO HELP THE VOCATIONAL EDUCATION ACQUIRE A COMPETENCY IN SEQUENCING STUDENT PERFORMANCE OBJECTIVES FOR VOCATIONAL COURSES. THE MODULE CONTAINS THREE LEARNING EXPERIENCES, EACH WITH OBJECTIVES, ACTIVITIES, AND OUTCOMES STATED IN BEHAVIORAL TERMS. A SUPPLEMENTARY SECTION INCLUDES CHECKLISTS, INFORMATION SHEETS, SAMPLE STUDENT PERFORMANCE OBJECTIVES, AND OTHER MATERIAL RELATED TO THE LEARNING EXPERIENCES. (NJ)

VT 102 099
RESOURCE UNIT FOR FAMILY LIFE EDUCATION, LEVEL 12. (SUPPLEMENT TO THE CURRICULUM GUIDE FOR HOME ECONOMICS PERSONAL DEVELOPMENT AND FAMILY LIVING, GRADE 12).

CHICAGO BOARD OF EDUCATION, ILL.
DOCUMENT NOT AVAILABLE IN MF OR HC.
PUB DATE - 70 67P.

DESCRIPTORS - *RESOURCE UNITS; *FAMILY LIFE EDUCATION; *CURRICULUM GUIDES; *HOME ECONOMICS EDUCATION; GRADE 12

ABSTRACT - THIS RESOURCE UNIT FOR FAMILY LIFE EDUCATION IS DESIGNED TO HELP CHILDREN UNDERSTAND AND APPRECIATE THE PHYSICAL, EMOTIONAL, AND SOCIAL ASPECTS OF HUMAN GROWTH AND DEVELOPMENT WITH PARTICULAR EMPHASIS ON AREAS RELATED TO SEXUALITY AND SOCIAL AND FAMILY RELATIONSHIPS. THE DOCUMENT DISCUSSES GOALS AND OBJECTIVES, AND PRESENTS AN OVERVIEW OF A FAMILY LIFE EDUCATION CURRICULUM. SUPPLEMENTARY MATERIAL FOR FOUR OF THE FIVE UNITS IN THE CURRICULUM GUIDE FOR HOME ECONOMICS PERSONAL DEVELOPMENT AND FAMILY LIVING GRADE 12 IS PROVIDED. THE UNITS ARE ORGANIZED BY CONCEPTS AND CONTENT AND LEARNING EXPERIENCES. SUGGESTED REFERENCES FOR BOTH STUDENTS AND TEACHERS IN THE AREA OF FAMILY LIFE EDUCATION IS INCLUDED. (AUTHOR/LJ)

VT 102 101
SPANN, MARGARET; COWAN, CONNIE
LIFE SCIENCE. A CURRICULUM GUIDE.

OKLAHOMA STATE DEPT. OF VOCATIONAL AND TECHNICAL EDUCATION, STILLWATER. CURRICULUM AND INSTRUCTIONAL MATERIALS CENTER.
DOCUMENT NOT AVAILABLE IN MF OR HC.
PUB DATE - 74 450P.

DESCRIPTORS - *CURRICULUM GUIDES; *BIOLOGICAL SCIENCES; *SCIENCE ACTIVITIES; *HANDICAPPED STUDENTS; *DISADVANTAGED YOUTH; ECOLOGY;

HEREDITY; HUMAN BODY; NUTRITION; DISEASE CONTROL; LEARNING ACTIVITIES
IDENTIFIERS - OKLAHOMA

ABSTRACT - THE LIFE SCIENCE CURRICULUM IS DESIGNED TO PROMOTE THE DEVELOPMENT OF HEALTHY LIVING HABITS. EMPHASIS IS PLACED ON PROBLEMS OF MAJOR CONCERN IN THE DAILY LIFE OF STUDENTS AND ON SIGNIFICANT PROBLEMS IN MODERN SOCIETY. THE CURRICULUM IS DESIGNED FOR STUDENTS ENROLLED IN THE COORDINATED VOCATIONAL EDUCATION AND TRAINING FOR DISADVANTAGED AND HANDICAPPED YOUTH PROGRAM TO FULFILL THE LABORATORY SCIENCE COURSE REQUIREMENT FOR GRADUATION FROM OKLAHOMA HIGH SCHOOLS. THE CURRICULUM IS DIVIDED INTO SEVEN AREAS: (1) INTRODUCTION, (2) HOW THE BODY WORKS, (3) FOOD AND LIFE, (4) BEHAVIOR, (5) DISEASE CONTROL, (6) HEREDITY, AND (7) ECOLOGY. EACH AREA CONSISTS OF ONE OR MORE UNITS OF INSTRUCTION. EACH INSTRUCTIONAL UNIT INCLUDES BEHAVIORAL OBJECTIVES, SUGGESTED ACTIVITIES FOR TEACHERS AND STUDENTS, INFORMATION SHEETS, ASSIGNMENT SHEETS, JOB SHEETS, VISUAL AIDS, TESTS AND ANSWERS TO TESTS. (VA)

VT 102 214
SCETTING, JACK
PRACTICAL REAL ESTATE FOR THE HIGH SCHOOL STUDENT.

NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION.
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 3.
VOCATIONAL-TECHNICAL CURRICULUM LABORATORY, RUTGERS - THE STATE UNIVERSITY, BUILDING 4103 - KILMER CAMPUS, NEW BRUNSWICK, NEW JERSEY 08903.
PUB DATE - JUN75 87P.

DESCRIPTORS - *TEACHING GUIDES; *REAL ESTATE OCCUPATIONS; *HIGH SCHOOL STUDENTS; *TRANSPARENCIES

ABSTRACT - DESIGNED FOR USE IN A HALF-YEAR PROGRAM OR MINICOURSE, THE MATERIAL PRESENTED IN THIS TEACHING GUIDE IS INTENDED TO GIVE STUDENTS SPECIFIC INFORMATION PERTAINING TO SHELTER OR REAL ESTATE AND TO GIVE STUDENTS THE OPPORTUNITY TO GATHER INFORMATION ON SHELTER-RELATED CAREERS. THE GUIDE IS ORGANIZED BY CONTENT AND RELATED ACTIVITIES AND PROVIDES INFORMATION IN THE AREAS OF BUDGETING, RENTING, AND HOUSE BUYING. APPENDED ARE TRANSPARENCY MASTERS WHICH RELATE TO THE CONTENT. (LJ)

VT 102 220
ADMINISTERING PUBLIC SERVICE OCCUPATIONS. AN IMPLEMENTATION GUIDE.

CALIFORNIA STATE DEPT. OF EDUCATION, SACRAMENTO. VOCATIONAL EDUCATION SECTION.
BUREAU OF OCCUPATIONAL AND ADULT EDUCATION (DHEW/OE), WASHINGTON, D.C. DIV. OF RESEARCH AND DEMONSTRATION.
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PUB DATE - JUN75 176P.; RELATED DOCUMENTS VT 102 220 THROUGH VT 102 226 IN THIS ISSUE.

DESCRIPTORS - *CURRICULUM GUIDES; *PUBLIC SERVICE OCCUPATIONS; *CAREER EDUCATION; ADULT EDUCATION PROGRAMS; JUNIOR HIGH SCHOOLS; HIGH SCHOOLS; *PROGRAM GUIDES

ABSTRACT - THIS IMPLEMENTATION GUIDE WAS DEVELOPED TO ASSIST IN THE INITIATION AND ADMINISTRATION OF PUBLIC SERVICE CAREER EDUCATION PROGRAMS. SUGGESTED GUIDELINES ARE INCORPORATED FOR ADMINISTRATORS AND TEACHERS INTERESTED IN IMPLEMENTING A PUBLIC SERVICE CURRICULUM AT THE JUNIOR AND SENIOR HIGH SCHOOL AND ADULT LEVELS. SPECIFICALLY, THIS DOCUMENT HAS BEEN PREPARED TO HELP LOCAL SCHOOL DISTRICT STAFFS UTILIZE THE SIX CURRICULUM GUIDES WHICH WERE DEVELOPED AS PART OF THE PUBLIC SERVICE OCCUPATIONS

CURRICULUM PROJECT. THE AREAS EXPLORED INCLUDE ORIENTATION AND PREPARATION FOR PUBLIC SERVICE OCCUPATIONS. TOPICS COVERED IN THIS DOCUMENT ARE PLANNING AND ORGANIZING THE PUBLIC SERVICE PROGRAM, THE PUBLIC SERVICE CURRICULUM SYSTEM, WORK EXPERIENCE PROGRAMS, COMMUNITY INVOLVEMENT AND RESOURCES, AND ARTICULATION OF PUBLIC SERVICE PROGRAMS. (AUTHOR/LJ)

VT 102 222
ORIENTATION TO PUBLIC SERVICE OCCUPATIONS. CURRICULUM GUIDE.

CALIFORNIA STATE DEPT. OF EDUCATION, SACRAMENTO. VOCATIONAL EDUCATION SECTION.
BUREAU OF OCCUPATIONAL AND ADULT EDUCATION (DHEW/OE), WASHINGTON, D.C. DIV. OF RESEARCH AND DEMONSTRATION.
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 3.
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SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE, WASHINGTON, D.C. 20402. (STOCK NUMBER 017-080-01431-9)
PUB DATE - JUN75 432P.; RELATED DOCUMENTS VT 102 220 THROUGH VT 102 226 IN THIS ISSUE.

DESCRIPTORS - *CURRICULUM GUIDES; *PUBLIC SERVICE OCCUPATIONS; *HIGH SCHOOLS; *CAREER EDUCATION; *GOVERNMENT ROLE
IDENTIFIERS - CAREER ORIENTATION

ABSTRACT - THIS CURRICULUM GUIDE IS ONE OF A SERIES DEVELOPED AS PART OF THE PUBLIC SERVICE OCCUPATIONS CURRICULUM PROJECT TO ASSIST IN THE IMPLEMENTATION OF CAREER EDUCATION PROGRAMS CONCERNED WITH PUBLIC SERVICE OCCUPATIONS. THIS GUIDE CONSISTS OF EIGHT UNITS INTENDED TO REPRESENT THE EIGHT MAJOR OCCUPATIONAL GROUPS WHICH REFLECT DISCRETE GOVERNMENTAL FUNCTIONS PERFORMED AT FEDERAL, STATE, AND LOCAL LEVELS. THE EIGHT UNIT HEADINGS ARE: GOVERNMENTAL AGENCY MANAGEMENT; SOCIAL AND ECONOMIC SERVICES; EDUCATIONAL SERVICES; RESOURCES MANAGEMENT; RURAL, URBAN AND COMMUNITY DEVELOPMENT; PUBLIC SAFETY, CORRECTIONS, AND JUDICIAL SERVICES; REGULATORY SERVICES AND RECORDS; AND TRANSPORTATION SERVICES. THE BASIC CONCEPTS AND INSTRUCTIONAL MATERIALS ARE RECOMMENDED FOR THE EXPLORATION OF PUBLIC SERVICE OCCUPATIONS AT THE HIGH SCHOOL LEVEL. THE SUBJECT MATTER IS ORIENTED TOWARD TEACHERS WITH MINIMAL TRAINING OR EXPERIENCE IN PUBLIC SERVICE OCCUPATIONS EXPLORATION. EACH UNIT CONTAINS INSTRUCTIONAL OBJECTIVES, TEACHER INFORMATION FOR COURSE CONTENT, AND SUGGESTIONS FOR TEACHING MATERIALS THAT WOULD BE HELPFUL IN DEVELOPING THE UNIT. EVERY UNIT ALSO CONTAINS TEACHER AND STUDENT ACTIVITIES THAT WILL ENABLE STUDENTS TO DEVELOP AN UNDERSTANDING OF THE ATTITUDES, VALUES, AND CHARACTERISTICS WHICH PERTAIN TO MANY CAREERS IN PUBLIC SERVICE. APPENDED ARE A LIST OF RESOURCE SUPPLIERS AND SUGGESTED EVALUATION QUESTIONS FOR PRETESTS AND POSTTESTS. (AUTHOR/LJ)

VT 102 223
PREPARING FOR PUBLIC SERVICE OCCUPATIONS. COMMON CORE. CURRICULUM GUIDE.

CALIFORNIA STATE DEPT. OF EDUCATION, SACRAMENTO. VOCATIONAL EDUCATION SECTION.
BUREAU OF OCCUPATIONAL AND ADULT EDUCATION (DHEW/OE), WASHINGTON, D.C. DIV. OF RESEARCH AND DEMONSTRATION.
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 3.
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PUB DATE - JUN75 226P.; RELATED DOCUMENTS VT 102 220 THROUGH VT 102 226 IN THIS ISSUE.

DESCRIPTORS - *PUBLIC SERVICE OCCUPATIONS; *CAREER EDUCATION; *CURRICULUM GUIDES; *CORE COURSES; ENTRY WORKERS; COMMUNICATION SKILLS; GRADE 11; GRADE 12; ADULT EDUCATION
IDENTIFIERS - CAREER PREPARATION

ABSTRACT - THIS CURRICULUM GUIDE IS ONE OF A SERIES DEVELOPED AS PART OF THE PUBLIC SERVICE OCCUPATIONS CURRICULUM PROJECT TO ASSIST IN THE IMPLEMENTATION OF CAREER EDUCATION PROGRAMS CONCERNED WITH PUBLIC SERVICE OCCUPATIONS. THIS GUIDE CONSISTS OF NINE UNITS AND CONTAINS THE BASIC INSTRUCTIONAL MATERIAL RECOMMENDED FOR ALL AREAS OF PUBLIC SERVICE PREPARATION. IT OFFERS SUGGESTIONS FOR COURSE CONTENT, TEACHING MATERIALS, AND INSTRUCTIONAL OBJECTIVES, AS WELL AS TEACHER AND STUDENT ACTIVITIES HELPFUL IN PREPARING INDIVIDUALS FOR ENTRY-LEVEL POSITIONS IN PUBLIC SERVICE OCCUPATIONS. THE SUBJECT MATTER IS ORIENTED TOWARD TEACHERS WITH MINIMAL TRAINING AND/OR EXPERIENCE IN PUBLIC SERVICE EDUCATIONAL PREPARATION. UNIT TOPICS INCLUDE ORAL AND WRITTEN COMMUNICATIONS, BASIC REPORT WRITING AND RECORDKEEPING, GOOD GROOMING, RELATIONSHIPS WITH OTHER PEOPLE, INTERVIEWING SKILLS, APPLYING FOR PUBLIC SERVICE JOBS, AND TECHNIQUES OF DECISIONMAKING. APPENDED ARE A LIST OF RESOURCE SUPPLIERS AND SUGGESTED EVALUATION QUESTIONS FOR PRETESTS AND POSTTESTS. (AUTHOR/LJ)

VT 102 224
PREPARING FOR PUBLIC SERVICE OCCUPATIONS. EDUCATIONAL SERVICES. CURRICULUM GUIDE.

CALIFORNIA STATE DEPT. OF EDUCATION, SACRAMENTO. VOCATIONAL EDUCATION SECTION.
BUREAU OF OCCUPATIONAL AND ADULT EDUCATION (DHEW/OE), WASHINGTON, D.C. DIV. OF RESEARCH AND DEMONSTRATION.
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 3.
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DESCRIPTORS - *PUBLIC SERVICE OCCUPATIONS; *CAREER EDUCATION; *CURRICULUM GUIDES; ENTRY WORKERS; GRADE 11; GRADE 12; ADULT EDUCATION
IDENTIFIERS - CAREER PREPARATION

ABSTRACT - THIS CURRICULUM GUIDE IS ONE OF A SERIES DEVELOPED AS PART OF THE PUBLIC SERVICE OCCUPATIONS CURRICULUM PROJECT TO ASSIST IN THE IMPLEMENTATION OF CAREER EDUCATION PROGRAMS CONCERNED WITH PUBLIC SERVICE OCCUPATIONS. THIS GUIDE CONSISTS OF SEVEN UNITS AND CONTAINS THE BASIC INSTRUCTIONAL MATERIAL RECOMMENDED FOR THE AREA OF EDUCATIONAL SERVICES PREPARATION. IT OFFERS SUGGESTIONS FOR COURSE CONTENT, TEACHING MATERIALS, AND INSTRUCTIONAL OBJECTIVES, AS WELL AS TEACHER AND STUDENT ACTIVITIES HELPFUL IN PREPARING INDIVIDUALS FOR EDUCATIONAL SERVICES ENTRY-LEVEL POSITIONS IN PUBLIC SERVICE OCCUPATIONS. THE SUBJECT MATTER IS ORIENTED TOWARD TEACHERS WITH MINIMAL TRAINING AND/OR EXPERIENCE IN PUBLIC SERVICE EDUCATIONAL PREPARATION. UNIT HEADINGS INCLUDE HUMAN GROWTH AND DEVELOPMENT, HOW PEOPLE LEARN, THE DISADVANTAGED STUDENT, INSTRUCTIONAL METHODS, BASIC SKILLS IN THE LANGUAGE ARTS, EDUCATIONAL TECHNIQUES AND MATERIALS, AND TESTING AND EVALUATION. A LIST OF RESOURCE SUPPLIERS AND SUGGESTED EVALUATION QUESTIONS FOR PRETESTS AND POSTTESTS ARE APPENDED. (AUTHOR/LJ)

VT 102 226
PREPARING FOR PUBLIC SERVICE OCCUPATIONS. SOCIAL SERVICES. CURRICULUM GUIDE.

CALIFORNIA STATE DEPT. OF EDUCATION, SACRAMENTO. VOCATIONAL EDUCATION SECTION.
BUREAU OF OCCUPATIONAL AND ADULT EDUCATION (DHEW/OE), WASHINGTON, D.C. DIV OF RESEARCH AND DEMONSTRATION.
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DESCRIPTORS - *CAREER EDUCATION; *PUBLIC SERVICE OCCUPATIONS; *CURRICULUM GUIDES; ENTRY WORKERS; GRADE 11; GRADE 12; ADULT EDUCATION; *SOCIAL SERVICES
IDENTIFIERS - CAREER PREPARATION; *SERVICE STATION ATTENDANTS

ABSTRACT - THIS CURRICULUM GUIDE IS ONE OF A SERIES DEVELOPED AS PART OF THE PUBLIC SERVICE OCCUPATIONS CURRICULUM PROJECT TO ASSIST IN THE IMPLEMENTATION OF CAREER EDUCATION PROGRAMS CONCERNED WITH PUBLIC SERVICE OCCUPATIONS. THE GUIDE CONSISTS OF SEVEN UNITS, AND CONTAINS THE BASIC INSTRUCTIONAL MATERIAL RECOMMENDED FOR THE AREA OF SOCIAL AND ECONOMIC SERVICES PREPARATION. IT OFFERS SUGGESTIONS FOR COURSE CONTENT, TEACHING MATERIALS, AND INSTRUCTIONAL OBJECTIVES, AS WELL AS TEACHER AND STUDENT ACTIVITIES HELPFUL IN PREPARING INDIVIDUALS FOR SOCIAL AND ECONOMIC SERVICE ENTRY-LEVEL POSITIONS IN PUBLIC SERVICE OCCUPATIONS. THE SUBJECT MATTER IS ORIENTED TOWARD TEACHERS WITH MINIMAL TRAINING AND/OR EXPERIENCE IN PUBLIC SERVICE PREPARATION. UNIT HEADINGS ARE: SOCIAL-SERVICE AGENCIES AND PROGRAMS, WHY PEOPLE BEHAVE AS THEY DO, HOW GROUPS BEHAVE, WORKING WITH COMMUNITY ORGANIZATIONS AND GROUPS, INDIVIDUAL ASSISTANCE SKILLS, INFLUENCES ON PEOPLE, AND CROSS-CULTURAL SKILLS. APPENDED ARE A LIST OF RESOURCE SUPPLIERS AND SUGGESTED EVALUATION QUESTIONS FOR PRETESTS AND POSTTESTS. (AUTHOR/LJ)

VT 102 227
COOPER, GLORIA S.; AND OTHERS
METRIC EDUCATION. A POSITION PAPER FOR VOCATIONAL, TECHNICAL AND ADULT EDUCATION.

OHIO STATE UNIV., COLUMBUS. CENTER FOR VOCATIONAL EDUCATION.
BUREAU OF OCCUPATIONAL AND ADULT EDUCATION (DHEW/OE), WASHINGTON, D.C.
MF AND HC AVAILABILITY WILL BE ANNOUNCED IN VOL. 9, NO. 3.
OEC-0-74-9335
CENTER FOR VOCATIONAL EDUCATION, OHIO STATE UNIVERSITY, 1960 KENNY ROAD, COLUMBUS, OHIO 43210. (ORDER #SN4, $3.00 EA.)
PUB DATE - 75 55P.; RELATED DOCUMENT VT 102 344 IN THIS ISSUE.

DESCRIPTORS - *METRIC SYSTEM; *VOCATIONAL EDUCATION; *RESOURCE GUIDES; *REFERENCE MATERIALS; INSERVICE TEACHER EDUCATION

ABSTRACT - THIS PAPER IS ADDRESSED TO TEACHERS, CURRICULUM DEVELOPERS, AND ADMINISTRATORS IN VOCATIONAL, TECHNICAL, AND ADULT EDUCATION WHO WILL SOON BE INVOLVED IN THE IMPLEMENTATION OF METRIC INSTRUCTION. IT IS INTENDED TO ALERT EDUCATORS TO THE KINDS OF CHANGES THEY MAY ANTICIPATE IN THEIR PROGRAM AREAS. IT CAN BE USED AS AN INSERVICE TOOL AS A REFERENCE ON THE IMPACT OF METRICATION, OR AS THE TEACHER'S FIRST STEP IN LEARNING ABOUT METRIC AND THE METRIC CHANGEOVER. THE FIVE CHAPTERS COVER ISSUES IN METRIC EDUCATION, WHAT THE METRIC SYSTEM IS ABOUT, THE IMPACT METRICATION WILL HAVE ON VOCATIONAL AND TECHNICAL EDUCATION, THE IMPLICATIONS OF METRIC INSTRUCTION FOR ADULT BASIC EDUCATION, AND CURRICULUM AND INSTRUCTIONAL STRATEGIES. EACH OF THE CHAPTERS IS ORGANIZED INTO FOUR PARTS. THE FIRST PART IS A ONE-PAGE OVERVIEW WHICH HIGHLIGHTS THE MAIN POINTS OF THE CHAPTER. THE SECOND CONSISTS OF SOME QUESTIONS AND ANSWERS WHICH REFLECT THE FEARS AND CONCERNS OF TEACHERS, ADMINISTRATORS, AND STUDENTS. THE THIRD PART CONTAINS INDEPTH COVERAGE OF THE SUBJECT, AND THE FOURTH IS A BRIEF LIST OF REFERENCES. (AUTHOR/NJ)

VT 102 234
LEE, JASPER S., COMP.
FOOD PRESERVATION MANUAL. A GUIDE FOR SCHOOL-COMMUNITY CANNERIES IN VIRGINIA.

VIRGINIA POLYTECHNIC INST. AND
STATE UNIV., BLACKSBURG. DIV. OF
VOCATIONAL-TECHNICAL EDUCATION.
VIRGINIA STATE DEPT. OF EDUCATION,
RICHMOND. AGRICULTURAL EDUCATION
SERVICE.
MF AND HC AVAILABILITY WILL BE
ANNOUNCED IN VOL. 9, NO. 3.
PUB DATE - 75 118P.

DESCRIPTORS - *FOOD PROCESSING OCCUPATIONS; *NUTRITION INSTRUCTION; *INSTRUCTIONAL MATERIALS; VOCATIONAL AGRICULTURE TEACHERS; *PRESERVATION; FOOD; SCHOOL COMMUNITY COOPERATION
IDENTIFIERS - VIRGINIA; *CANNING

ABSTRACT - THIS GUIDE DETAILS THE OPERATIONS FOR THE PROPER PROCESSING OF FOOD IN SCHOOL-COMMUNITY CANNERIES IN VIRGINIA. BECAUSE DAY-TO-DAY OPERATION OF THE CANNERIES IS OFTEN UNDER THE DIRECTION OF A LAY INSTRUCTOR AND ASSISTANTS, THE TERMINOLOGY HAS BEEN SIMPLIFIED TO REQUIRE ONLY A MINIMUM OF FORMAL INSTRUCTION IN FOOD SCIENCE. THE THREE SECTIONS OF THE GUIDE PRESENT A SUMMARY OF FUNDAMENTAL CONSIDERATIONS IN FOOD PRESERVATION AND CANNERY OPERATION, DETAILED PROCEDURES FOR CANNING SPECIFIC FOOD PRODUCTS, AND A VARIETY OF LESSON PLANS AND INSTRUCTIONAL MATERIALS FOR USE BY THE INSTRUCTOR IN TEACHING NUTRITION AND FOOD PRESERVATION. AN AVAILABILITY SOURCE LIST OF FOOD PRESERVATION INSTRUCTIONAL MATERIALS IS APPENDED. (AUTHOR/KJ)

VT 102 236
BURHOE, STEVEN A.
HOUSEHOLD PETS: CARE, FEEDING AND OCCUPATIONAL OPPORTUNITIES. CURRICULUM MATERIALS FOR AGRICULTURAL EDUCATION.

VIRGINIA POLYTECHNIC INST. AND
STATE UNIV., BLACKSBURG. DIV. OF
VOCATIONAL-TECHNICAL EDUCATION.
VIRGINIA STATE DEPT. OF EDUCATION,
RICHMOND. AGRICULTURAL EDUCATION
SERVICE.
MF AND HC AVAILABILITY WILL BE
ANNOUNCED IN VOL. 9, NO. 3.
PUB DATE - 75 68P.

DESCRIPTORS - *CURRICULUM GUIDES; *ANIMAL SCIENCE; *VOCATIONAL AGRICULTURE; JOB SKILLS; *ANIMAL CARETAKERS; EMPLOYMENT QUALIFICATIONS; INSTRUCTIONAL MATERIALS; OCCUPATIONAL INFORMATION; EMPLOYMENT OPPORTUNITIES; *VETERINARY ASSISTANTS

ABSTRACT - THIS CURRICULUM MATERIAL, FOR USE BY VOCATIONAL AGRICULTURE TEACHERS, PRESENTS A TEACHING OUTLINE FOR OCCUPATIONS IN THE CARE AND FEEDING OF HOUSEHOLD PETS, PRIMARILY DOGS AND CATS. THE MATERIAL IS DIVIDED INTO PROBLEM AREAS, AND SECTIONS ON UNDERSTANDING PET CARE, INFORMATION SOURCES ON OTHER SMALL HOUSEHOLD PETS, AND OCCUPATIONAL OPPORTUNITIES ARE INCLUDED. TEACHER AND STUDENT OBJECTIVES AND A LIST OF REFERENCES ARE PROVIDED FOR EACH PROBLEM AREA. A CONTENT SUMMARY, FOR INSTRUCTOR USE ONLY, LISTS THE MATERIALS IN THE REFERENCES AND RELATES THEM TO THE SECTION ON STUDENT PROBLEMS AND CONCERNS. NEITHER THE CONTENT SUMMARY NOR THE PROBLEMS AND CONCERNS SECTION IS COMPREHENSIVE AND MAY BE EXPANDED BY TEACHER AND STUDENTS. SUGGESTIONS FOR USE AND TYPE OF VISUAL AIDS AND EQUIPMENT AND SPECIAL EVENTS AND ACTIVITIES ARE PROVIDED AS WELL AS POSSIBLE OCCUPATIONAL EXPERIENCE ACTIVITIES AND TESTING. (AUTHOR/KJ)

VT 102 242
MYSELF AND OTHERS AT HOME AND SCHOOL.

OHIO STATE UNIV., COLUMBUS. CENTER
FOR VOCATIONAL EDUCATION.
NATIONAL INST. OF EDUCATION (DHEW),
WASHINGTON, D.C.
DOCUMENT NOT AVAILABLE IN MF OR HC.
CENTER FOR VOCATIONAL EDUCATION,
OHIO STATE UNIVERSITY, 1960 KENNY
ROAD, COLUMBUS, OHIO 43210. (ORDER
#C11, $8.00 EA.)
PUB DATE - 74 155P.

DESCRIPTORS - *CAREER EDUCATION;

*SELF CONCEPT; GRADE 1; GRADE 2; GRADE 3; INTEGRATED CURRICULUM; *SOCIAL STUDIES; *LANGUAGE ARTS; FAMILY RELATIONSHIP; TEACHING GUIDES; *PRIMARY EDUCATION

ABSTRACT - WITHIN THE CONTEXT OF FAMILY AND SCHOOL, STUDENTS IN PRIMARY GRADES ARE ENCOURAGED TO DEAL WITH AN EXPANDED IDEA OF SELF. THE LEARNING EXPERIENCES IN THIS TEACHER'S GUIDE ARE DESIGNED TO HELP THIS SELF BECOME AWARE OF ITS INVOLVEMENT IN AN INSTITUTION CALLED FAMILY, AND OF MANY DIFFERENT ROLES PLAYED BY FAMILY MEMBERS TO ACHIEVE A VARIETY OF GOALS. INTERDEPENDENCY AND RESPONSIBILITY ARE EXPLORED. THESE BASIC CONCEPTS ARE THEN APPLIED TO ANOTHER FAMILIAR INSTITUTION -- THE SCHOOL. THE CONCEPT OF OCCUPATIONAL ROLES IS CAREFULLY DEVELOPED. THE TOPICS COVERED INCLUDE: FAMILY STRUCTURE AND ACTIVITIES PERFORMED IN THE HOME; INTERRELATIONSHIPS OF FAMILY FUNCTIONS; INTERDEPENDENCY AND RESPONSIBILITY IN THE FAMILY; ROLE PERFORMANCE IN THE HOME; FAMILY MEMBERS AND THEIR JOBS; LIVING IN A SCHOOL; CHILDREN IN A SCHOOL; SCHOOL FUNCTIONS AND OCCUPATIONAL ROLES; AND INTERDEPENDENCY AND RESPONSIBILITY IN THE SCHOOL. SUBJECT AREAS FOR WHICH THE MATERIALS IN THIS GUIDE HAVE POTENTIAL ARE SOCIAL STUDIES AND LANGUAGE ARTS. EACH SET OF LEARNING EXPERIENCES CONTAINS A STUDENT OBJECTIVE, SET OVERVIEW, RESOURCE LIST, TEACHER-PREPARATION TASKS, LEARNING ACTIVITIES, AND SUGGESTIONS FOR EVALUATION-SUMMARY ACTIVITIES. (AUTHOR/KJ)

VT 102 245
YOUR PERSONALITY, YOUR HEALTH, YOUR JOB.

OHIO STATE UNIV., COLUMBUS. CENTER FOR VOCATIONAL EDUCATION.
NATIONAL INST. OF EDUCATION (DHEW), WASHINGTON, D.C.
DOCUMENT NOT AVAILABLE IN MF OR HC.
CENTER FOR VOCATIONAL EDUCATION, OHIO STATE UNIVERSITY, 1960 KENNY ROAD, COLUMBUS, OHIO 43210. (ORDER #C30, $7.50 EA.)
PUB DATE - 74 100P.

DESCRIPTORS - *CAREER EDUCATION; *TEACHING GUIDES; LEARNING ACTIVITIES; *SECONDARY SCHOOL STUDENTS; NONVERBAL COMMUNICATION; HYGIENE; NUTRITION; PHYSICAL FITNESS; JOB SATISFACTION; *PERSONALITY; *HEALTH; INTEGRATED CURRICULUM; INDIVIDUAL CHARACTERISTICS

ABSTRACT - THE LEARNING EXPERIENCES IN THIS TEACHER'S GUIDE ARE AIMED AT HELPING SECONDARY SCHOOL STUDENTS DEVELOP AN AWARENESS OF AND AN APPRECIATION FOR THEIR INDIVIDUALITY, NEEDS, AND JOBS. THEY EXAMINE THEIR INTERACTION WITH OTHERS, THE ROLE OF NONVERBAL BEHAVIOR, INFLUENCES UPON THE PERSONALITY, PERSONAL HYGIENE STANDARDS, NUTRITION, AND PHYSICAL FITNESS IN THAT INTERACTION. THESE CONCERNS ARE ADDITIONALLY EXAMINED IN TERMS OF THEIR IMPLICATIONS FOR FULFILLMENT OF LIFE ROLES. FINALLY THE STUDENTS CONSIDER SELF-SATISFACTION AND WORK SATISFACTION -- THE DEGREE TO WHICH THEY ARE INTERDEPENDENT AND FUNCTION AS GOALS IN LIFE, AND THE WAYS IN WHICH THEY ARE RELATED TO RIGHTS AND RESPONSIBILITIES OF WORKERS. EACH SET OF LEARNING EXPERIENCES CONTAINS A STUDENT OBJECTIVE, SET OVERVIEW, RESOURCE LIST, TEACHER-PREPARATION TASKS, LEARNING ACTIVITIES, AND SUGGESTIONS FOR EVALUATION-SUMMARY ACTIVITIES. (AUTHOR/NJ)

VT 102 247
ECONOMIC AND CAREER AWARENESS: LEVEL A.

OHIO STATE UNIV., COLUMBUS. CENTER FOR VOCATIONAL EDUCATION.
NATIONAL INST. OF EDUCATION (DHEW), WASHINGTON, D.C.
DOCUMENT NOT AVAILABLE IN MF OR HC.
CENTER FOR VOCATIONAL EDUCATION, OHIO STATE UNIVERSITY, 1960 KENNY ROAD, COLUMBUS, OHIO 43210. (ORDER #C01, $6.50 EA.)
PUB DATE - 74 105P.; RELATED DOCUMENTS VT 102 247 THROUGH VT 102 249 IN THIS ISSUE.

DESCRIPTORS - *CAREER AWARENESS; CAREER EDUCATION; GRADE 1; GRADE 2; GRADE 3; GRADE 4; *TEACHING GUIDES; LEARNING ACTIVITIES; MATHEMATICS; SOCIAL STUDIES; INTEGRATED CURRICULUM; *CONSUMER EDUCATION; *MONEY MANAGEMENT; *ECONOMIC EDUCATION

ABSTRACT - THIS TEACHER'S GUIDE IS THE FIRST IN A SERIES OF THREE DEVELOPED FOR PRIMARY AND EARLY INTERMEDIATE LEVELS. THE LEARNING EXPERIENCES FOCUS ON HELPING STUDENTS TO DEVELOP AN UNDERSTANDING OF THE FAMILY AS AN ECONOMIC UNIT, TO ACQUIRE ELEMENTARY CLASSIFICATION SKILLS, TO APPRECIATE THE PRIORITY FAMILIES MUST PLACE ON SATISFYING BASIC ECONOMIC NEEDS, AND TO RECOGNIZE THAT THERE ARE SIMILARITIES AND DIFFERENCES AMONG THE NEEDS AND WANTS OF VARIOUS FAMILIES. STUDENTS ARE GIVEN OPPORTUNITIES TO BEGIN TO ATTAIN SELF-SUFFICIENCY AS CONSUMERS BY LEARNING TO READ PRICE TAGS, COUNT MONEY, AND MAKE CHANGE. SUBJECT AREAS FOR WHICH THE MATERIALS IN THIS GUIDE HAVE POTENTIAL ARE SOCIAL STUDIES AND MATH. EACH SET OF LEARNING EXPERIENCES CONTAIN A STUDENT OBJECTIVE, SET OVERVIEW, RESOURCE LIST, TEACHER-PREPARATION TASKS, LEARNING ACTIVITIES, AND SUGGESTIONS FOR EVALUATION-SUMMARY ACTIVITIES. (AUTHOR/NJ)

VT 102 248
ECONOMIC AND CAREER AWARENESS: LEVEL B.

OHIO STATE UNIV., COLUMBUS. CENTER FOR VOCATIONAL EDUCATION.
NATIONAL INST. OF EDUCATION (DHEW), WASHINGTON, D.C.
DOCUMENT NOT AVAILABLE IN MF OR HC. CENTER FOR VOCATIONAL EDUCATION, OHIO STATE UNIVERSITY, 1960 KENNY ROAD, COLUMBUS, OHIO 43210. (ORDER #C02, $4.00 EA.)
PUB DATE - 74 65P.; RELATED DOCUMENTS VT 102 247 THROUGH VT 102 249 IN THIS ISSUE.

DESCRIPTORS - *CAREER AWARENESS; CAREER EDUCATION; GRADE 1; GRADE 2; GRADE 3; GRADE 4; *TEACHING GUIDES; LEARNING ACTIVITIES; *ECONOMIC EDUCATION; BUDGETING; *BANKING; INTEGRATED CURRICULUM; SOCIAL STUDIES; MATHEMATICS; *CONSUMER EDUCATION

ABSTRACT - THIS TEACHER'S GUIDE IS THE SECOND OF THREE DEVELOPED FOR PRIMARY AND EARLY INTERMEDIATE LEVELS. THE LEARNING EXPERIENCES FOCUS ON HELPING THE STUDENT TO DEVELOP AN UNDERSTANDING OF THE FAMILY AS AN ECONOMIC UNIT AND OF MONEY AS A MEDIUM OF EXCHANGE THAT FACILITATES TRADE; TO IDENTIFY WAYS OF EARNING, SAVING, AND SPENDING MONEY; TO RECOGNIZE THE ROLES OF BANKING AND BANK WORKERS IN OUR SOCIETY; TO APPRECIATE THE PRIORITY FAMILIES MUST PLACE ON SATISFYING BASIC ECONOMIC NEEDS; AND TO DISCOVER WAYS FAMILY MEMBERS CAN MINIMIZE THEIR OWN AND OTHERS' EXPENSES. THE CAREER EDUCATION ELEMENTS EMPHASIZED IN THIS GUIDE ARE GENERAL ECONOMIC AND CAREER AWARENESS, ECONOMIC ATTITUDES AND APPRECIATIONS, BEGINNING ECONOMIC AND DECISIONMAKING SKILLS, AND EDUCATIONAL AWARENESS. SUBJECT AREAS FOR WHICH THE MATERIALS IN THIS GUIDE HAVE POTENTIAL ARE SOCIAL STUDIES AND MATHEMATICS. EACH SET OF LEARNING EXPERIENCES CONTAINS A STUDENT OBJECTIVE, SET OVERVIEW, RESOURCE LIST, TEACHER-PREPARATION TASKS, LEARNING ACTIVITIES, AND SUGGESTIONS FOR EVALUATION-SUMMARY ACTIVITIES. (AUTHOR/NJ)

VT 102 249
ECONOMIC AND CAREER AWARENESS: LEVEL C.

OHIO STATE UNIV., COLUMBUS. CENTER FOR VOCATIONAL EDUCATION.
NATIONAL INST. OF EDUCATION (DHEW), WASHINGTON, D.C.
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PUB DATE - 74 67P.; RELATED DOCUMENTS VT 102 247 THROUGH VT 102

249 IN THIS ISSUE.

DESCRIPTORS - *CAREER AWARENESS; *ECONOMIC EDUCATION; *TEACHING GUIDES; INTEGRATED CURRICULUM; GRADE 1; GRADE 2; GRADE 3; GRADE 4; LEARNING ACTIVITIES; SOCIAL STUDIES; MATHEMATICS; *CONSUMER EDUCATION; *BUDGETING; BANKING

ABSTRACT - THIS TEACHER'S GUIDE IS THE THIRD IN A SERIES OF THREE DEVELOPED FOR PRIMARY OR EARLY INTERMEDIATE LEVELS. IT CONSISTS OF LEARNING EXPERIENCES DESIGNED TO BUILD STUDENT FAMILIARITY WITH BASIC ECONOMIC TERMS AND CONCEPTS: CONSUMER, PRODUCER, NEEDS, WANTS, GOODS, SERVICES, SHORT-RANGE AND LONG-RANGE PLANNING, FIXED AND VARIABLE EXPENSES, AND BUDGETS. THE MATERIAL ALSO ACQUAINTS STUDENTS WITH THE DETAILS OF MANY SERVICES OFFERED BY BANKS, AND INTRODUCES THEM TO THE USES OF VARIOUS MONEY SUBSTITUTES AND TO THE EXISTENCE OF A VARIETY OF OCCUPATIONS AND CAREER FIELDS. SUBJECT AREAS FOR WHICH THE MATERIALS IN THIS GUIDE HAVE POTENTIAL ARE SOCIAL STUDIES AND MATH. EACH SET OF LEARNING EXPERIENCES CONTAINS A STUDENT OBJECTIVE, SET OVERVIEW, RESOURCE LIST, TEACHER-PREPARATION TASKS, LEARNING ACTIVITIES AND SUGGESTIONS FOR EVALUATION-SUMMARY ACTIVITIES. (AUTHOR/NJ)

VT 102 271
DRIER, HARRY N., JR., ED.; AND OTHERS
FACILITATOR'S INSTRUCTIONAL PLAN. ORIENTATION TO CAREER EDUCATION: A GROUP APPROACH. INTRODUCTION.

OHIO STATE UNIV., COLUMBUS. CENTER FOR VOCATIONAL EDUCATION.
NATIONAL INST. OF EDUCATION (DHEW), WASHINGTON, D.C.
DOCUMENT NOT AVAILABLE IN MF OR HC. CENTER FOR VOCATIONAL EDUCATION, OHIO STATE UNIVERSITY, 1960 KENNY ROAD, COLUMBUS, OHIO 43210. (ORDER #S04, THIS DOCUMENT ONLY AVAILABLE IN COMPLETE SET OF SIX, $25.00 PER SET.)
PUB DATE - 75 69P.; RELATED DOCUMENTS VT 102 271 THROUGH VT 102 277 IN THIS ISSUE.

DESCRIPTORS - *CAREER EDUCATION; ORIENTATION MATERIALS; *GROUP ACTIVITIES; *INSERVICE PROGRAMS; *EDUCATIONAL DEVELOPMENT; *TIME PERSPECTIVE
IDENTIFIERS - *IMPLEMENTATION STRATEGIES

ABSTRACT - THIS PROGRAM WAS DESIGNED FOR INSERVICE USE BY STATE DEPARTMENT CONSULTANTS, INTERMEDIATE AND LOCAL SCHOOL DISTRICTS' INSERVICE COORDINATORS, AND COLLEGE AND UNIVERSITY INSTRUCTORS. IT AFFORDS THEM THE OPPORTUNITY TO EXAMINE THE CONCEPT OF CAREER EDUCATION AND THE CONCOMITANT IMPLICATIONS FOR CHANGE IN THEIR LOCAL SETTINGS. THE INSTRUCTIONAL PACKAGE CONSISTS OF SIX INDIVIDUAL MODULES WITH 18 SEPARATE BUT INTERRELATED LESSONS. EACH MODULE CONSISTS OF FOUR MAJOR SECTIONS ENTITLED, INTRODUCTION, MODULE GOALS, LESSONS, AND SUPPLEMENTARY READINGS. THIS DOCUMENT CONTAINS A FACILITATOR'S INSTRUCTIONAL PLAN, INSTRUMENTS TO ASSIST ASSESSMENT AND PROGRAM PLANNING ACTIVITIES, AND A GLOSSARY. APPENDED ARE BRIEF EXPLANATIONS OF TECHNIQUES TO BE USED DURING THE ORIENTATION PROGRAM. (LJ)

VT 102 278
ARROWSMITH, SUE; COBB, PAT
ORIENTATION TO CAREER EDUCATION. AN INDIVIDUAL APPROACH.

OHIO STATE UNIV., COLUMBUS. CENTER FOR VOCATIONAL EDUCATION.
NATIONAL INST. OF EDUCATION (DHEW), WASHINGTON, D.C.
DOCUMENT NOT AVAILABLE IN MF OR HC. CENTER FOR VOCATIONAL EDUCATION, OHIO STATE UNIVERSITY, 1960 KENNY ROAD, COLUMBUS, OHIO 43210. (ORDER #S12, $6.00 EA.)
PUB DATE - 75 146P.

DESCRIPTORS - *CAREER EDUCATION; *ORIENTATION MATERIALS; *STAFF ORIENTATION; *INSERVICE TEACHER EDUCATION; INDIVIDUALIZED INSTRUCTION; WORKSHOPS

IDENTIFIERS - *STAFF DEVELOPMENT

ABSTRACT - THE PURPOSE OF THIS INSTRUCTIONAL MODULE IS TO PROVIDE EDUCATORS WITH AN ORIENTATION TO CAREER EDUCATION — ITS GOALS, OBJECTIVES, AND RATIONALE. THE MATERIAL IS PRESENTED IN AN INDIVIDUALIZED INSTRUCTIONAL FORMAT, CONSISTING OF A PRETEST AND FOUR UNITS. COMPLETION OF THE UNITS IN SEQUENCE ASSURES A LOGICAL PRESENTATION OF THESE INTRODUCTORY MATERIALS TO CAREER EDUCATION. THE INTRODUCTION PROVIDES A GENERAL OVERVIEW AND INCLUDES A PRETEST FOR THOSE WHO WISH TO IDENTIFY THE SECTIONS WITH WHICH THEY ARE FAMILIAR AND THOSE THAT NEED REVIEW. UNIT I PRESENTS A DISCUSSION OF CONDITIONS IN SOCIETY TO WHICH CAREER EDUCATION CAN RESPOND. UNIT II IDENTIFIES AND DESCRIBES FOUR NATIONAL MODELS FOR CAREER EDUCATION. THE THIRD UNIT DISCUSSES THE GOALS OF THE SCHOOL-BASED COMPREHENSIVE CAREER EDUCATION MODEL AND DESCRIBES THE METHODS OF DEVELOPMENT AND IMPLEMENTATION. UNIT IV DESCRIBES THE FUNCTION OF THE SCHOOL-BASED CAREER EDUCATION COMPONENTS: STAFF DEVELOPMENT, COMMUNITY RELATIONS, CURRICULUM DEVELOPMENT, GUIDANCE AND PLACEMENT, SUPPORT SYSTEMS, AND EVALUATION. A GLOSSARY DEFINES TERMS THAT ARE UNIQUE TO CAREER EDUCATION MODELS AND TO THE MATERIALS PRESENTED IN THIS MODULE. (AUTHOR/NJ)

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ACCIDENT PREVENTION: A WORKER'S EDUCATION MANUAL.

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HOME ECONOMICS EDUCATION--INSTRUCTIONAL MATERIALS.
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A NATIONAL ANNOTATED BIBLIOGRAPHY OF CURRICULUM MATERIALS IN VOCATIONAL AND CAREER EDUCATION.

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ADMINISTRATIVE ORGANIZATION
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VT 018 558	ED 083 481	120, 121
*VT 018 583	ED 073 241	
*VT 018 745	ED 072 261	
*VT 018 769	ED 072 282	
#VT 018 782		
*VT 018 787	ED 073 258	
VT 018 851	ED 083 481	129-134
*VT 018 880	ED 072 308	
*VT 018 993	ED 073 288	
#VT 019 008		
#VT 019 009		
#VT 019 134		
VT 019 224	ED 083 481	176-178
VT 019 237	ED 083 481	180, 181
VT 019 239	ED 083 481	181-183
VT 019 255	ED 083 481	183
*VT 019 340	ED 073 324	
VT 019 406	ED 083 481	209-216
#VT 019 526		
#VT 019 527		
VT 019 629	ED 083 481	220-222
*VT 019 883	ED 076 746	
*VT 019 884	ED 076 747	
*VT 020 009	ED 075 648	
#VT 020 190		
#VT 020 279		
VT 020 500	ED 083 481	243, 244
VT 020 660	ED 083 481	268
VT 100 003	ED 094 269	6
VT 100 005	ED 094 269	7
VT 100 017	ED 094 269	15
VT 100 033	ED 094 269	26
VT 100 034	ED 094 269	28
VT 100 046	ED 094 269	43
VT 100 048	ED 094 269	46
VT 100 052	ED 094 269	52
VT 100 069	ED 094 269	73
VT 100 076	ED 094 269	77
VT 100 095	ED 094 269	91
VT 100 096	ED 094 269	91
VT 100 097	ED 094 269	92
VT 100 109	ED 094 269	105
VT 100 110	ED 094 269	106

VT NUMBER	ED NUMBER	MICROFICHE SHEET
VT 100 111	ED 094 269	106
VT 100 116	ED 094 269	112
VT 100 117	ED 094 269	112
VT 100 121	ED 094 269	120
#VT 100 145		
#VT 100 146		
VT 100 210	ED 094 270	8
VT 100 211	ED 094 270	8
VT 100 212	ED 094 270	8
VT 100 216	ED 094 270	10
VT 100 219	ED 094 270	14
VT 100 222	ED 094 270	18
VT 100 225	ED 094 270	21
VT 100 234	ED 094 270	32
VT 100 237	ED 094 270	35
VT 100 238	ED 094 270	37
VT 100 240	ED 094 270	43
VT 100 249	ED 094 270	50
VT 100 254	ED 094 270	55
VT 100 255	ED 094 270	56
VT 100 257	ED 094 270	57
VT 100 266	ED 094 270	61
VT 100 268	ED 094 270	63
VT 100 273	ED 094 270	71
VT 100 277	ED 094 270	76
VT 100 293	ED 094 270	94
VT 100 301	ED 094 270	102
VT 100 304	ED 094 270	103
#VT 100 307		
#VT 100 311		
VT 100 422	ED 094 271	17
VT 100 430	ED 094 271	23
VT 100 432	ED 094 271	31
VT 100 436	ED 094 271	34
VT 100 437	ED 094 271	35
VT 100 440	ED 094 271	37
VT 100 441	ED 094 271	37
VT 100 442	ED 094 271	38
VT 100 443	ED 094 271	38
VT 100 449	ED 094 271	46
VT 100 452	ED 094 271	49
VT 100 453	ED 094 271	49
VT 100 455	ED 094 271	52
VT 100 464	ED 094 271	59
VT 100 465	ED 094 271	60
VT 100 471	ED 094 271	62
VT 100 472	ED 094 271	64
VT 100 473	ED 094 271	65
VT 100 474	ED 094 271	67
VT 100 477	ED 094 271	68
VT 100 479	ED 094 271	74
VT 100 495	ED 094 271	81
VT 100 502	ED 094 271	88
VT 100 606	ED 094 272	16
VT 100 608	ED 094 272	18
VT 100 609	ED 094 272	19
VT 100 610	ED 094 272	20
VT 100 615	ED 094 272	23
VT 100 616	ED 094 272	24
VT 100 617	ED 094 272	25
VT 100 618	ED 094 272	25
VT 100 619	ED 094 272	26
VT 100 624	ED 094 272	31
VT 100 625	ED 094 272	33
VT 100 638	ED 094 272	52
VT 100 640	ED 094 272	52
VT 100 641	ED 094 272	53
VT 100 642	ED 094 272	53
VT 100 643	ED 094 272	54
VT 100 666	ED 094 272	64
VT 100 667	ED 094 272	64
VT 100 669	ED 094 272	66
VT 100 675	ED 094 272	71
VT 100 683	ED 094 272	84
VT 100 684	ED 094 272	85
VT 100 686	ED 094 272	91
VT 100 687	ED 094 272	93
#VT 100 693		
#VT 100 697		
#VT 100 700		
VT 100 804	ED 095 434	6
VT 100 807	ED 095 434	6
VT 100 808	ED 095 434	7
VT 100 809	ED 095 434	8
VT 100 810	ED 095 434	10
VT 100 811	ED 095 434	11
VT 100 812	ED 095 434	12
VT 100 816	ED 095 434	23
VT 100 817	ED 095 434	25
VT 100 822	ED 095 434	35
VT 100 839	ED 095 434	71
VT 100 841	ED 095 434	72
VT 100 844	ED 095 434	74
VT 100 847	ED 095 434	77
VT 100 856	ED 095 434	83
VT 100 860	ED 095 434	86

VT NUMBER	ED NUMBER	MICROFICHE SHEET
VT 100 863	ED 095 434	88
VT 100 873	ED 095 434	92
VT 100 874	ED 095 434	92
VT 100 875	ED 095 434	93
VT 100 892	ED 095 434	108
VT 100 893	ED 095 434	108
VT 100 894	ED 095 434	108
VT 100 895	ED 095 434	109
VT 100 918	ED 095 434	145
#VT 100 919		
VT 101 001	ED 096 554	2
VT 101 002	ED 096 554	2
VT 101 005	ED 096 554	9
VT 101 017	ED 096 554	34
VT 101 019	ED 096 554	35
VT 101 021	ED 096 554	37
VT 101 022	ED 096 554	37
VT 101 025	ED 096 554	38
VT 101 027	ED 096 554	38
VT 101 030	ED 096 554	41
VT 101 032	ED 096 554	46
VT 101 048	ED 096 554	72
VT 101 050	ED 096 554	74
VT 101 051	ED 096 554	75
#VT 101 057		
VT 101 202	ED 101 219	14
VT 101 206	ED 101 219	18
VT 101 207	ED 101 219	20
VT 101 208	ED 101 219	20
VT 101 210	ED 101 219	23
VT 101 211	ED 101 219	24
VT 101 214	ED 101 219	27
VT 101 216	ED 101 219	30
VT 101 217	ED 101 219	31
VT 101 228	ED 101 219	44
VT 101 231	ED 101 219	45
VT 101 238	ED 101 219	52
VT 101 250	ED 101 219	65
VT 101 264	ED 101 219	83
VT 101 265	ED 101 219	85
VT 101 267	ED 101 219	88
VT 101 271	ED 101 219	94
VT 101 272	ED 101 219	96
VT 101 274	ED 101 219	97
VT 101 278	ED 101 219	100
VT 101 283	ED 101 219	107
VT 101 290	ED 101 219	119
VT 101 291	ED 101 219	124
VT 101 403	ED 103 724	3
VT 101 405	ED 103 724	4
VT 101 406	ED 103 724	5
VT 101 408	ED 103 724	9
VT 101 412	ED 103 724	13
VT 101 420	ED 103 724	25
VT 101 422	ED 103 724	27
VT 101 428	ED 103 724	29
VT 101 430	ED 102 724	30
VT 101 432	ED 103 724	30
VT 101 434	ED 103 724	31
VT 101 440	ED 103 724	32
VT 101 441	ED 103 724	36
VT 101 456	ED 102 724	50
VT 101 460	ED 103 724	64
VT 101 464	ED 103 724	76
VT 101 468	ED 103 724	80
VT 101 476	ED 103 724	97
VT 101 483	ED 103 724	109
VT 101 486	ED 103 724	114
VT 101 487	ED 103 724	117
VT 101 605	ED 108 003	5
VT 101 612	ED 108 003	21
VT 101 615	ED 108 003	26
VT 101 617	ED 108 003	32
VT 101 625	ED 108 003	47
#VT 101 631		
VT 101 801	ED 109 512	2
VT 101 813	ED 109 512	14
VT 101 814	ED 109 512	16
VT 101 815	ED 109 512	18
VT 101 816	ED 109 512	21
VT 101 818	ED 109 512	26
VT 101 826	ED 109 512	35
VT 101 827	ED 109 512	36
VT 101 832	ED 109 512	40
VT 101 833	ED 109 512	42
VT 101 834	ED 109 512	42
VT 101 854	ED 109 512	67
VT 101 866	ED 109 512	78
*VT 101 962	ED 112 190	
*VT 101 970	ED 085 531	
*VT 101 978	ED 102 403	
*VT 101 983	ED 105 086	
VT 101 988	ED 114 719	18
VT 101 989	ED 114 719	20
VT 101 991	ED 114 719	22
*VT 101 992	ED 114 510	

VT NUMBER	ED NUMBER	MICROFICHE SHEET
*VT 101 993	ED 114 511	
VT 102 003	ED 114 719	25
*VT 102 012	ED 114 508	
*VT 102 026	ED 112 231	
*VT 102 027	ED 112 232	
*VT 102 028	ED 112 234	
*VT 102 031	ED 112 237	
*VT 102 032	ED 112 238	
*VT 102 034	ED 112 233	
*VT 102 044	ED 112 244	
*VT 102 070	ED 112 264	
*VT 102 071	ED 112 265	
*VT 102 080	ED 112 266	
*VT 102 081	ED 113 558	
*VT 102 082	ED 113 559	
*VT 102 083	ED 113 560	
*VT 102 084	ED 113 561	
#VT 102 099		
#VT 102 101		
*VT 102 214	ED 114 683	
VT 102 220	CE 006 679	(ED No. not yet available)
VT 102 222	CE 006 679	(ED No. not yet available)
VT 102 223	CE 006 679	(ED No. not yet available)
VT 102 224	CE 006 679	(ED No. not yet available)
VT 102 226	CE 006 679	(ED No. not yet available)
*VT 102 227	ED 112 064	
*VT 102 234	ED 112 008	
*VT 102 236	ED 112 006	
#VT 102 242		
#VT 102 245		
#VT 102 247		
#VT 102 248		
#VT 102 249		
#VT 102 271		
#VT 102 278		